

### Voice Messaging

#### INITIAL SET UP OF VOICE MAIL

##### From your own phone:

- + Press 

For new mailboxes a tutorial will prompt you to:

- Change Your Passcode (must be 4-10 digits);
- Record your greeting (follow prompts-Press # when done, 9 to Accept, 7 to Review, 3 to Re-record)
- Record your Name (follow prompts-Press # when done, 9 to Accept, 7 to Review, 3 to Re-record)

##### From outside the office:

- + Dial your own DID
- When the greeting starts press  (star)
- If prompted, enter the **default passcode 1111**

##### -OR-

- + Dial the Voicemail Access Number
- When the greeting starts press  (star) plus your extension number
- Enter the default passcode 1111

#### TO ACCESS VOICE MAIL

##### From your own phone and light is OFF:

- + Press 
- + Enter Passcode

##### From your own phone and light is ON:

- + Go off-hook
- + Press 
- + Enter Passcode

##### From outside the office:

- + Dial your own DID
- + When the greeting starts press  (star)
- + Enter Passcode

##### -OR-

- + Dial the Voicemail Access Number
- + When the greeting starts press  (star) + your extension number
- + Enter Passcode

#### MESSAGE KEY INFO

##### To access your voice mailbox

- + Press 
- + If the light is **on** and phone is **idle**
  - Tap the  softkey to view date/time of last message received
  - Tap the  softkey to clear the current message indicators, does not delete message
- + Tap the  softkey to enter vmail

#### To Transfer a Caller Directly to a Voicemail Box

With a call on the line

- + Press 
- + Enter mailbox (ext number)
- + Hang up to transfer

#### Important Note Regarding Passcodes

Protect your mailbox with an appropriate passcode.

The system will not allow you to use simple passcodes like 1234; 1111; your extension number, or part of your phone number.



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### USER OPTIONS

Change Greeting **4**

Change Name **5**

Change Passcode **6**

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Exit to Main Menu

### MAIN MENU



Exit

Transfer to Extension

Transfer to Operator

### PLAY VOICE MESSAGE

Play **7**

Answer **2**

Give **4**

Keep **5**

Make **6**

Discard **3**

### MESSAGE ADDRESSING OPTIONS

Confidential **2**

Receipt request **7**

Urgent **8**

Future delivery **3**

Exit options **9**

### MAKE MESSAGE

Review **7**

Discard **3**

Append **2**

Exit to Main Menu

Message Addressing Options **6**



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# NuPoint Messenger IP