Voicemail User Guide

Viewing Voicemails
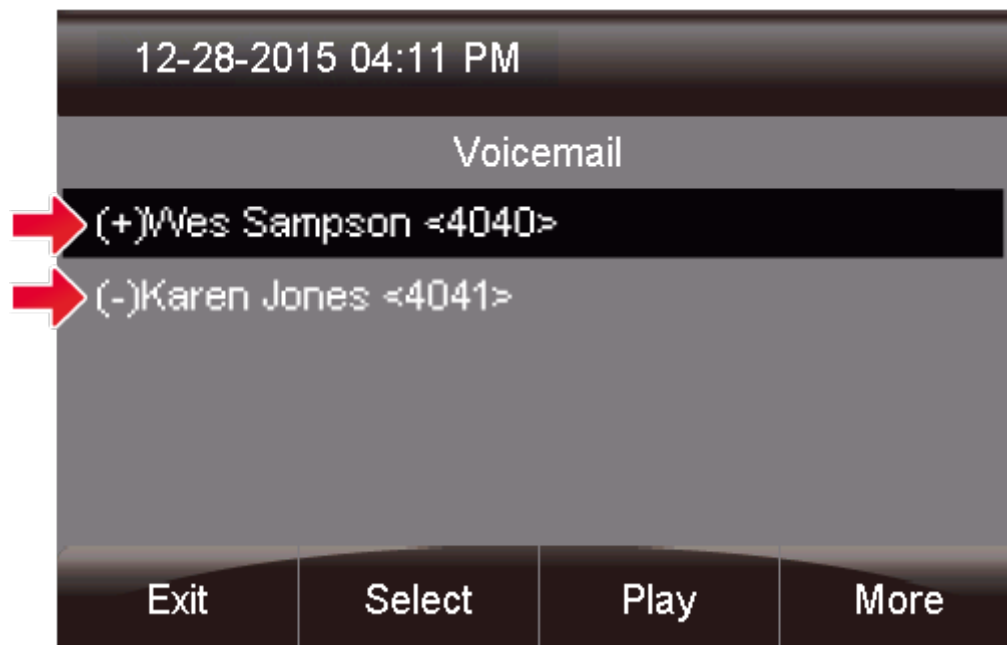
- This icon at the top of your phone screen will show you that you have a voicemail(s).

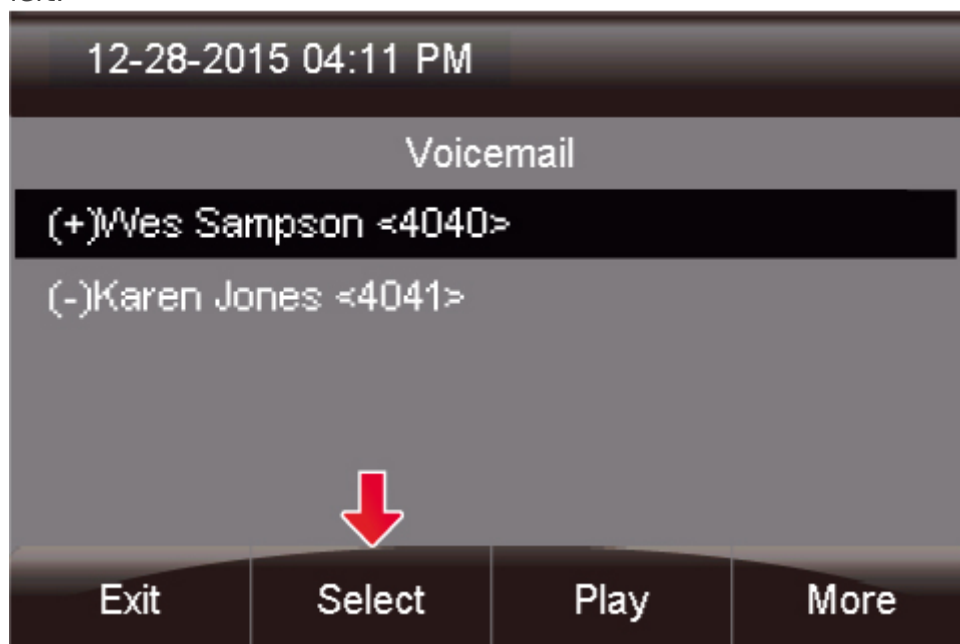- Press the **Voicemail** button.

- - A **(+)** in front of the message indicates the message is new.
  - A **(-)** in front of the message indicates the message is old.
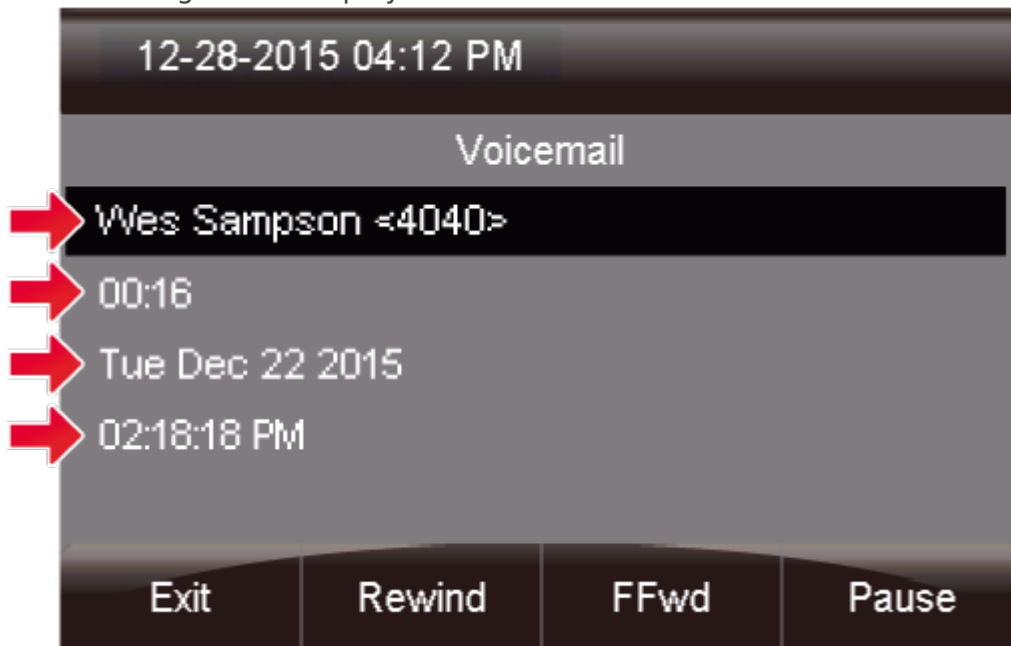   From here you can quickly see who left you voicemails and choose which messages to listen to first.

Listening to Voicemails

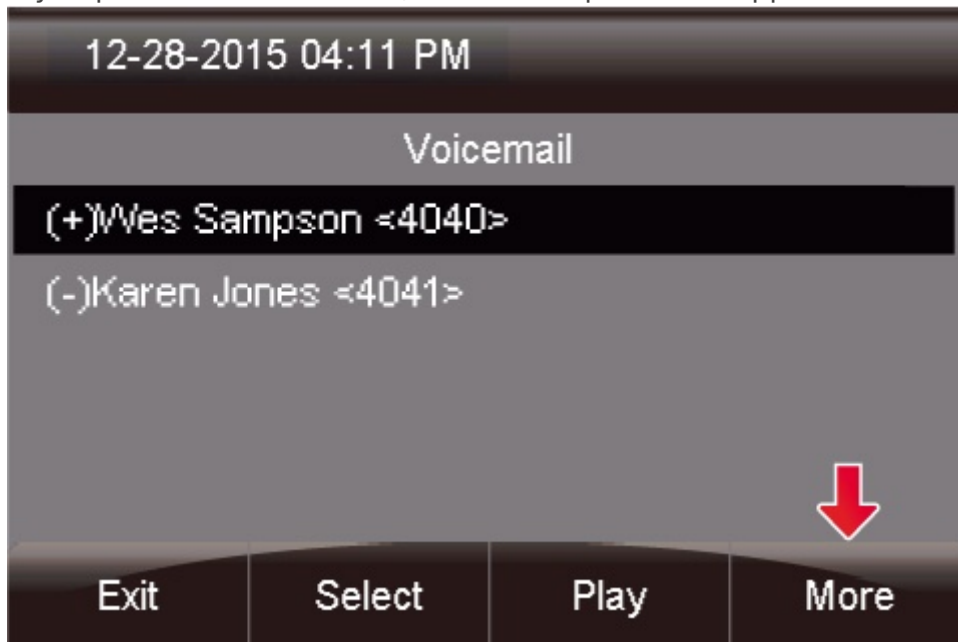- You can press **Select** to find out more information about the voicemail message that was left.

- - Name and number of who left the message.
  - Length of voicemail message.
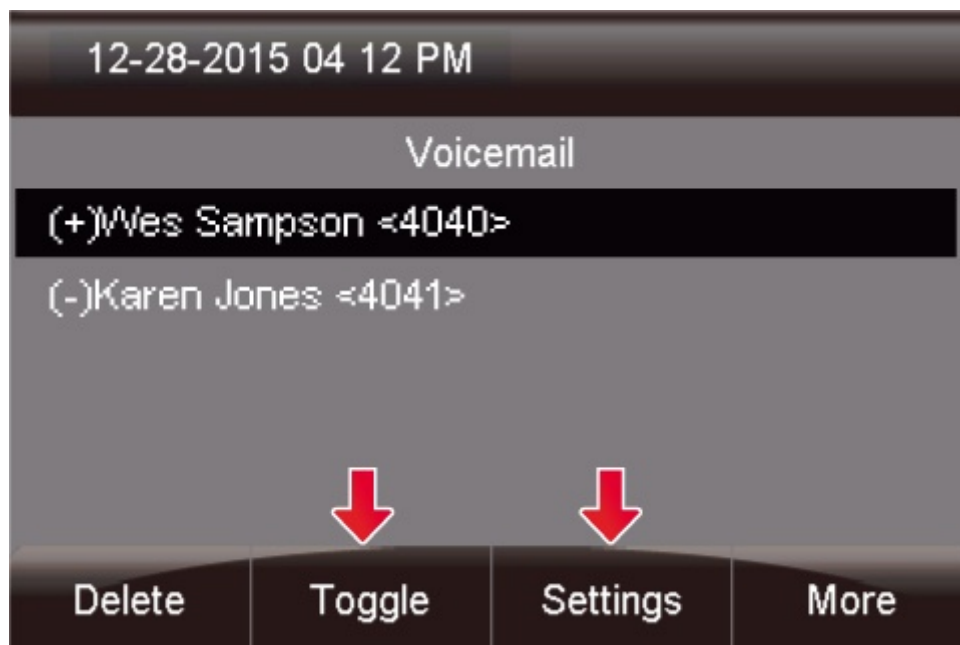 - Date the message was left.

○ Time of day the message was left.
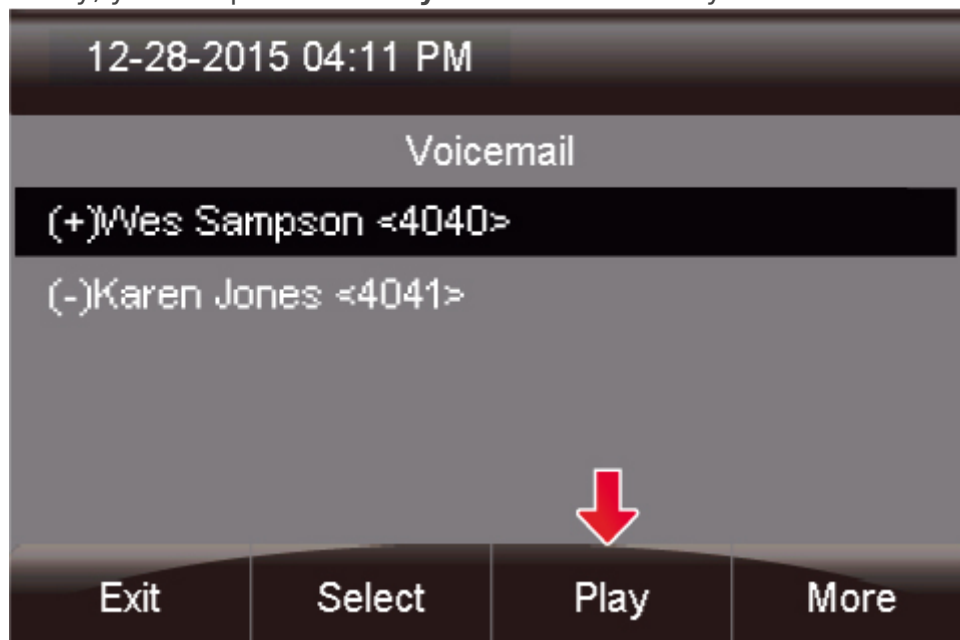
The following will be displayed on this screen:

- If you pres the **More** button, additional options will appear.

- You now see options to **Toggle** this voicemail from unread to read or vice versa, and an option to edit **Settings**.
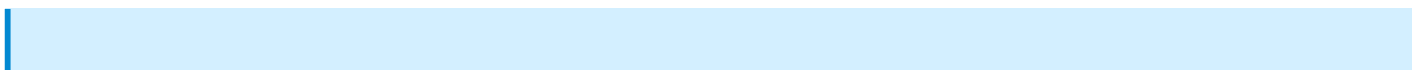
- Lastly, you can press the **Play** button to listen to your voicemail.

- The message will now play over your device.

Voicemail Administration

To access all of the voicemail administration options, you can follow these steps.

> If you wish to record any specific greetings, please pick up the handset before entering in to the voicemail menu

- Press the **Voicemail** button.

- Press the 'Settings' button

Change Voicemail Password

Once in settings, select the 'Change Password' Option

Change Voicemail name

To have a generic system greeting with only your name, you can change your system voicemail name by selecting 'Name' and then 'Change'

Change Custom Voicemail Greetings

The system allows for 3 different custom voicemail greetings:

- Unavailable - When you phone rings for the maximum number of rings without answering, this greeting will be played
- Busy - If you are sent a call, but are currently on the phone this greeting will be played
- Temporary - If set, this greeting will always be played

To change any of these greetings, once in the settings screen, select the greeting type and then select 'Change'. This will play a beep in your ear and you can begin recording. Once complete, select the save recording option on-screen. Follow the prompts if you wish to make changes.

Revision #1
Created 11 March 2019 09:21:00 by Jim
Updated 26 October 2021 20:12:18 by Jim