

User Guide for Voicemail settings

To Set-Up Voicemail

- STEP 1 Dial 519 and you will hear the main Auto Attendant message giving you option prompts.
- STEP 2 Dial 9 followed by your extension number and password 1234 and follow the prompt options given.

Forwarding Calls to Voicemail

There are 2 options for setting your extension to the voicemail:

- OPTION 1 To forward all of your calls, including internal and external callers, please select the following:

Dial 601 519

- OPTION 2 For your phone to automatically forward your calls if you are busy or cannot answer a call, please select the following:

Dial 604 519

To Send or Retrieve a Voicemail

To send a message to another extension number:

- STEP 1 Dial 519 and you will hear the main Auto Attendant message giving you option prompts.
- STEP 2 Dial 8 to send a message to another extension and follow the prompt options given.

To retrieve voicemail messages left for you:

- STEP 1 Dial 519 and you will hear the main Auto Attendant message giving you option prompts.
- STEP 2 Dial 9 followed by your extension number and password and follow the prompt options given.

To Access Voicemail Externally (from a mobile phone etc)

If you are out of the building and wish to either leave a voicemail message or retrieve any messages left for you, please select the following:

- STEP 1 Dial _____
STEP 2 You will then hear the main Auto Attendant message giving you the option prompts.

To send a message to another extension number:

Dial 8 to send a message to another extension and follow the prompt options given.

To retrieve voicemail messages left for you:

Dial 9 followed by your extension number and password and follow the prompt options given.