

Initial Log in with the Voice Mail Wizard

1. Dial your phone extension or the voice Mail number/ext
2. If requested, enter your password.
3. Enter a new passcode at the (voice Mail wizard) prompt.
4. Re-enter your passcode at the prompt.
5. Record your name at the prompt.
6. Record your greetings when prompted.

Normal Log in

From your own phone:

1. Dial your phone ext. (or press your messages button)
2. Enter your passcode to reach the Voice Mail main menu.

From another DigiDial® IP phone:

1. Dial *84XXX – where XXX is the extension of the voicemail that you would like to access.
2. Enter the passcode for extension xxx when prompted

From a phone outside of your group:

1. Dial the voice Mail phone number
2. Enter your phone extension (mailbox ID).
3. Enter correct passcode to reach Voice Mail main menu.

Leave message for other users

During greeting:

- 0 Transfer out of greeting to connect to ext.
- # Interrupt greeting, start recording voice message

While recording message

- 0 Transfer to extension, option to save message first
- # Stop recording and review message

Hangup Send message

Review message before sending

- 1 Accept this message
- 2 Review current message
- 3 Erase message and record new message
- 0 Cancel recording and transfer to configured #

Accessing Voicemail - Remote access:

Dial your DigiDial® Voice Portal # _____.

Enter your mailbox ID followed by the # key.
Enter your passcode followed by the # key.

Options:

- 1 Access Your Voicemail Box
- 4 To change your call forwarding options

Accessing Voicemail – On-site access:

Dial your DigiDial® Extension # _____.

Enter passcode followed by the # key.

Options:

1. For new/old messages
2. To change folders
3. Advanced options, or,
0. For mailbox options
- * For help
- # To Exit

While playing messages:

- * Skip backward 3 seconds
- # Skip forward 3 seconds

Advanced Options:

- 1 Send a reply
- 2 Call person who sent message
- 3 Hear the message envelope
- 5 Leave a message
- * Return to Voicemail Messages menu

Access Mailbox Options

- 1 Record your unavailable greeting
- 2 Record your busy greeting
- 3 Record your name
- 4 Manage your temporary message
- 5 Change your Voice Mail passcode
- * Return to Voice Mail main menu

Access Voicemail Messages Options

- 4 Play previous message
- 3 For advanced options
- 5 Repeat the current message
- 7 Delete current message
- 8 Forward message to another user
- 9 Save message
- * Help/Return to Voice Mail main menu
- # Exit

Record Change Folders Options

- 0 For new messages
- 1 For old messages
- 2 For work messages
- 3 For family messages
- 4 For friends messages
- # To cancel

Change Advanced Options

- 5 Leave message
- * Return to Voice Mail main menu
- # Exit Voice Mail

Change your call forwarding options

1. To activate call forwarding
2. To deactivate call forwarding
3. To change your forwarding destination
4. To listen to call forwarding status
5. To manage your ring splash
- * To go back to previous menu
- # To repeat current men