



Voicemail Guide

Logging in from your desk phone

1. Press the message envelope key on your phone. If you do not have a dedicated message/envelope key on your phone, dial *86.
2. Enter your PIN. Your default PIN is a combination of the number 5 followed by your extension number (e.g. 51000 for extension 1000).
3. Once logged in, you may press 0 to enter mailbox options to manage your greetings and PIN, or you may simply remain on the line to listen to your messages.

Logging in from outside the office

1. Call in to your office so that you get to your own voicemail greeting.
2. While your VM greeting is playing, press * on your phone to interrupt.
3. Enter your PIN when prompted, and proceed to enter your mailbox.

Record your default greeting

1. Login to your voicemail box using any of the above methods.
2. Immediately press 0 for mailbox options.
3. Press 1 to record your “unavailable message.”
4. Listen and follow the prompts to record, re-record if needed, and save your greeting once you are satisfied with it.

Record your full name

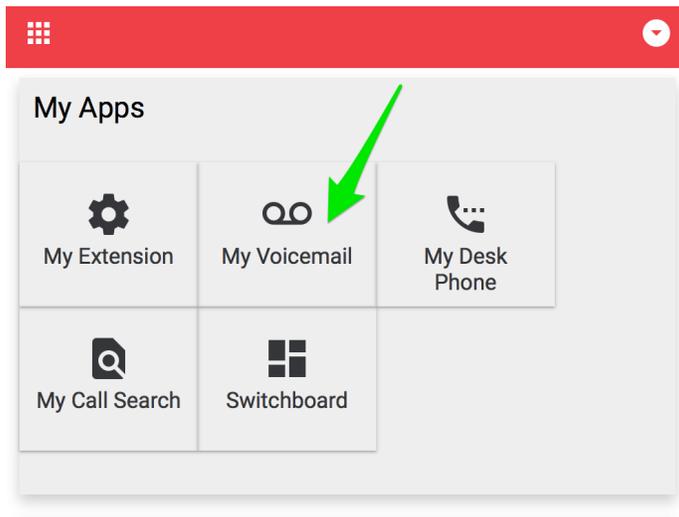
note: Your full name will be played when callers use the dial-by-name directory to reach you.

1. Login to your voicemail box using any of the above methods.
2. Immediately press 0 for mailbox options.
3. Press 3 to record your full name.
4. Follow the prompts to record, and save your name once you are satisfied with it.

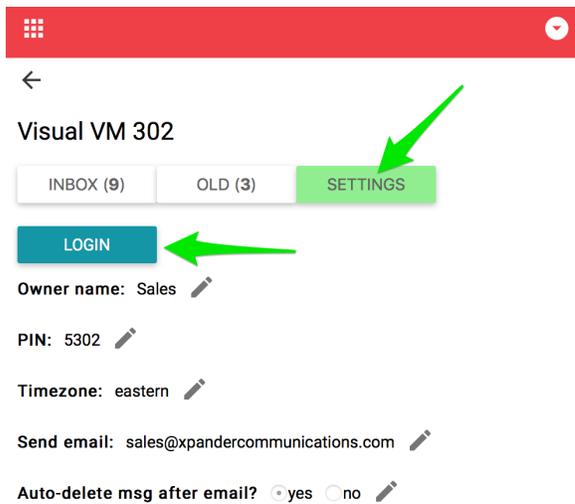


Logging in from web app

1. Navigate to <https://app.phonesystem.tech> using an up to date version of Chrome, Safari, or Firefox on your computer or smart phone.
2. Login with your personal username and password.
3. From the home screen, under My Apps, click to open My Voicemail.



4. Click the SETTINGS tab located after the INBOX and OLD tabs.



5. Click the LOGIN button and all of your linked phones, including cell phones, will conveniently ring with the voicemail system login.