

Quick Start Guide

Setting up your voice mail the first time:

From your own desk phone

1. Dial your own extension
(or press the Messages button on the right if you have a Polycom phone – then press the CONNECT soft key)
2. Enter the default password “791355’ and #
3. Enter a new passcode at the (voice portal wizard) prompt.
4. Re-enter your passcode at the prompt.
5. Record your name at the prompt.
6. Press #. Initial setup is now complete.

Checking your Voice Mail

From your own desk phone

1. Dial your own extension (or press the Messages button on the right if you have a Polycom phone - then press the CONNECT soft key) then:
2. Enter your password and #
3. Follow the prompts to retrieve voice mail, change profile settings, record greetings, etc.

From another phone in your business

1. Dial the voice portal extension 999 (or press the Messages button on the right if you have a Polycom phone - then press the CONNECT soft key)
2. Press the * key to have the system prompt you for your extension
3. Enter your extension number and #
4. Enter your password and #
5. Follow the prompts to retrieve voice mail, change profile settings, record greetings, etc.

From an outside phone or cellular phone (this feature may be unavailable on some systems)

1. Dial your direct dial number. When you hear your voice mail no answer message press the * key
2. Enter your password and #
3. Follow the prompts to retrieve voice mail, change profile settings, record greetings, etc.