

# Configuring Personal Voicemail

To access your voicemail press **New Call**, then **5555**, then **Send**

## SETTING UP VOICEMAIL FOR THE FIRST TIME

- You will be asked for your temporary password which is 9638 followed by the # key
- You will now be asked to change your temporary password
- You will now be asked to record your name – this is not the greeting which will be played to inbound callers.
- From the main Menu press 1 for Mailbox Features
- You will now be prompted to record a greeting. Your Busy greeting will be played to callers when you are engaged. Your No Answer greeting will be played to callers if you do not answer the call

## RETRIEVING MESSAGES FROM YOUR OWN PHONE

- When you receive a voice message the red message lamp will alight on you telephone [if this feature is supported by the handset].
- Dial into Voicemail by pressing **New Call**, then **5555**, then **Send**
- Enter your password followed by the # key when prompted
- You will now told how many messages you have and Press 1 to hear them
- At the end of each message you will be prompted to Save or Delete the message

### Note:

An easier way to retrieve messages is to have them sent to your email inbox. Provided you have a multimedia PC, you can simply play the messages back as audio files. Configure this feature through Unity desktop under Settings or contact your Service Provider#

## RETRIEVING MESSAGES REMOTELY (FROM ANY OTHER PHONE)

- Dial your own DDI number
- When your voice message starts, interrupt the greeting with the \* key
- You will be prompted for your mailbox number. This is the same as your extension number and would normally match the last 4 digits of your DDI number
- Enter your password when prompted and listen to messages as normal