Important!
Your phone and voice mail use the same passcode!
When you first login to your phone please press the voice mail key or dial 58800 to change your passcode and setup your voice mail.
This is to ensure your phone and voice mail remain secure.

Setting up your Voice mail
- Press the on-screen voice mail button or dial 58800
- Enter your voice mail passcode (this was emailed to you)
- Listen to the tutorial and press 8 to begin setup
- Press 7 when prompted to change your passcode
  (Your phone 'hotdesk' passcode will also change)

Setting up a Voice mail greeting
- Press 8 for User Options, Press 4 and record your Greeting. Press any key to stop recording.
- Press 3 To Review Greeting
- Press 9 To Accept Greeting
- Press 8 for User Options, Press 6 and record your Name. Press any key to stop the recording.
- Press 3 To Review Greeting
- Press 7 To Accept Greeting
- Press 9 To Save

MAIN MENU
1. Call Schedule Options
2. Exit to Main Menu
3. Fax Delivery Options
4. Change Name
5. Change Passcode
6. Distribution Lists
7. Call Schedule Options
8. Tutorial
9. Exit to Main Menu
0. Transfer to Operator
#

PLAY VOICE MESSAGE
- Play
- Answer
- Give
- Keep
- Make
- Discard

ANSWER OPTIONS
- Voice Mail Answer
- Dial-back and delete message
- Dial-back and keep message
- Answer and Dial-back options must be enabled.

MAKE MESSAGE
- Review
- Discard
- Append
- Exit to Main Menu
- Message Addressing Options

PLAY E-MAIL MESSAGE
- Play
- Keep
- Delete
- Exit to Main Menu