Configuring After Hours Voicemail

From any phone in the business press New Call, then 5555, then Send

SETTING UP VOICEMAIL FOR THE FIRST TIME

- As soon as the automated lady starts to speak interrupt her with the * key

- You will now be prompted for your mailbox number. This is a 4 digit number given to you by your Service Provider. Enter it now followed by the # key

- 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 No Answer greeting will be played to callers when the office is closed

RETRIEVING MESSAGES

- 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 easy 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.