Getting Started

1. To Log On to Voicemail System from your Extension:
   - Press button, or dial the Voicemail number.
   - Enter your IPTel PIN, follow by key.

   Note: Voicemail password is refer to IPTel PIN

2. To Log On to Voicemail System from other Extension:
   - Press button, or dial the Voicemail number.
   - Press key.
   - Enter your “4-digit extension”, follow by key.
   - Enter your IPTel PIN, follow by key.

3. To Log On to Voicemail System from External Phone:
   - Dial the full Voicemail number.

   Note: Current Voicemail system does not support automatic voicemail purging

4. To Retrieve Voicemail:
   - Log on to Voicemail system (refer to item 1 or 2).
   - Press key to hear new messages, or
   - Press key to retrieve saved messages.

5. To Send a Voicemail:
   - Log on to Voicemail system (refer to item 1 or 2)
   - Press key.
   - Press keys to switch between spelling mode and the number mode.
   - Enter “4-digit extension” or the “Name” to send the messages.
   - Press key to confirm.
   - Press key to add another “4-digit extension” or “Name”.

6. To Change Recorded Name:
   - Log on to Voicemail system (refer to item 1 or 2).
   - Press keys.
   - At the tone, record your “Name” or
   - Press to keep the current recording.

7. To Record Greeting:
   - Log on to Voicemail system (refer to item 1 or 2).
   - Press keys.
   - After Voicemail system plays your current greeting,
   - Press key to re-record it.
   - Press key to change to alternate greeting.
   - To turn off your alternate greeting, repeat above steps & press key to turn off alternative greeting.
   - Press to record a different greeting, choose the greeting, and then re-record it.
Change Message Notification

8: To Access Settings For Message Notification:

- Log on to Voicemail system (refer to item 1 or 2).
- Press **4** for Set-Up options.
- Press **1** for message settings,
- Press **1** to change message notification.
- Select **2** to set home phone OR
- Select **3** to set work phone OR
- Select **4** to set spare phone
- After selection, Press **1** to turn the phone notification On / Off , OR
- Press **2** to play settings ,OR
- Press **3** to change the phone no.
- Hear current no, Press **2** to retain current no., OR
- Enter new phone no. and press **2** to save.

**Note:** Enter ‘9’ before entering external phone no. (incl mobile phone). Mobile phone numbers can be entered for either home, work or spare phone.

**Note:** All phones will receive notification calls as long as these are turned ON. However notification calls will only be made once after receiving a new message. The incoming Caller ID will be “65161188” for the notification calls.

**When received Notification Call**

- When prompted for your ID, key in your "**4-digit extension**" followed by #
- When prompted for your password, key in your **IPTel PIN** followed by # you can then retrieve your voice messages following Step 4 above.

**Users With More Than One Extension**

**Note:** You can be assigned a “Primary extension” and an “Alternate extension”. When the caller leaves a voice message at either extension it will be deposited in your only mailbox. When you retrieve messages from either extension you will access voice mail deposited at both extensions.