

GUIDE — IP TELEPHONY

Voicemail procedure

Access, PIN and recording your greeting messages

1 Access your voicemail

Press the key with the envelope logo, or dial *123.
The system will ask for your PIN.

Your PIN = your extension number, preceded by 7

Example: for extension 222, the PIN is 7222.

2 Record your greeting messages

Once connected, press 0 to reach the message recording menu:

OPTION	FUNCTION
1	Away message
2	Busy message
3	Your name Important for the dial-by-name directory — we recommend: first name, last name and extension.
4	Temporary message See the important note below.
5	Change your PIN

Important: the temporary message (option 4)

When you record a temporary message, it replaces your away and busy messages.
Return to option 4 to remove it — your original messages then take their place again.

Both messages matter

Record both your away message (option 1) and your busy message (option 2): the two are important.

Need help? Our team is here 24/7.

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