

# Your voicemail

## Access during business hours

1. Dial your allocated telephone number in full, as indicated on your welcome letter.
2. Your receptionist will answer your call; ask to be transferred to your 'voicemail'.
3. Your receptionist will divert you to your business hours (standard) voicemail greeting.
4. Press \* during the greeting to commence the voicemail setup.
5. When prompted to enter your ID, enter the last 4 digits of your allocated telephone number, then press #.
6. When prompted, enter the default password 112233, then press #.

## Access after hours

1. Dial your allocated telephone number in full, as indicated on your welcome letter.
2. Your call will go directly to your afterhours (closed) voicemail greeting
3. Press \* during the greeting to commence the voicemail setup.
4. When prompted to enter your ID, enter the last 4 digits of your allocated telephone number, then press #.
5. When prompted, enter the default password 112233, then press #.

Follow the prompts to set a unique password and record your own standard, closed and alternate greetings if desired.

## How to use your voicemail communication system

Task	Key
Hear a new message	1
Send a message	2
Review old messages	3

Press during a message	Key
Repeat	1
Save	2
Delete	3
Reverse	7
Pause or continue	8
Fast forward	9

Press after a message	Key
Reply	4
Forward message	5
Mark as new	6

Shortcuts	
Change greetings	411
Change password	431
Change record name	432
To skip greeting & leave a message	#

For assistance at any stage do not hesitate to contact your Company Head Quarters Receptionist.