**IP Office Voicemail**

**First Time Log In To Voice Mail**
Press Voice Mail Button or Dial *17
Enter Extension followed by # sign
Enter Password - # is your default password
You will be prompted to enter your new password followed by the # sign
You will be prompted to re-enter your password followed by the # sign

**You will now be prompted to record your name**
Press 1 record your name
Press 1 after recording
System will playback your recording
Press 1 to re-record or Press # to approve

**Now To Record Your Greeting**
Press 3 to Administer your greetings
Press 1 to Create your greeting
Press 1 to indicate the greeting to be created
Press 1 to record this greeting
Press 1 after recording
Press 23 to listen
Press 21 to re-record or
Press # to approve……………..Press 1 to activate

**Voice Mail 101**

**To Check Voicemail from Off Site Call Your Main Phone Number and when Auto Attendant answers press \_\_\_ and follow Steps 2 and 3 below.**

**Log In To Voicemail:**
1. Press Voicemail Button or Dial *17
2. Enter Extension followed by the # sign
3. Enter Password followed by the # sign

**To Listen To Your Messages**
Press 2 to get messages…….date and time of message will be played
Press 0 to hear the message
Press 3 to pause…Press 3 again to resume message
Press 5 to rewind 4 seconds
Press 6 to advance 4 seconds
Press 0 to re-play
Press * 3 to delete Press # to skip and save

**To Forward A Message To Another Mailbox**
Press 12 after hearing message or while message is playing Record memo (you must record a memo) Press # to approve recording
Enter extension number to send to followed by # sign
(you may enter additional extensions followed by # sign) Press # when finished
Press # again to send You will then be instructed to delete (* 3) or save (#) the message
To Record Your Personal Greeting
Press 3 to administer greetings
Press 1 to create a greeting
Enter a greeting number (1-9)
Press 1 to record greeting
Press 1 after recording
Press 23 to playback…………..21 to re-record………..# to approve

**Voice Mail 101**

**To Activate a Personal Greeting**
Press 3 to administer greeting
Press 3 to activate a greeting
Enter the greeting number to be activated (1-9) followed by # sign

**To Change Your Password**
Press 5 for personal options
Press 4 to change password Enter new password followed by # sign Re-enter password followed by # sign

**To Re-Record Your Name**
Press 5 for personal options Press 5 to re-record your name
Press 1 after recording Press 23 to playback
21 to re-record
# to approve

**To Send An Inter-Office Message**
Press 1 to send message Record memo
Press 1 after recording
Press 23 to playback…….21 to re-record……….# to approve
Enter extension number to send to followed by the # sign (you may enter additional extensions followed by # sign)
Press # when finished Press # to send

**To Respond To An Inter-Office Message**
Press 1 after hearing message or while message is playing
Press 1 to respond via voicemail to sender…or…Press 0 to call sender
Press Y (9) to attach original message or N (6) to not attach original
At the tone speak your response Press # to approve Press # to send
You will then be instructed to delete (* 3) or save (#) the message