SMART CHOICE
COMMUNICATIONS

VOICEMAIL SETUP AND ACCESS

VOICEMAIL SETUP

1. Press the button with the mail icon on your desk phone to access the message center.
2. Enter **12345** as the default password or use the password that you have set up.
3. Press **0** for voicemail options.
4. Press **1** to record your message.
5. Press **#** after recording your message to let the system know that you've completed the setup process.

VOICEMAIL SETUP FOR BRIA

1. On your mobile phone, press the button with the **voicemail icon** ⚋ on the bottom left of the dialpad screen or dial ***86.**
2. Refer to the general voicemail setup instructions above and follow steps 2-5.

SAMPLE SCRIPT FOR VOICEMAIL SETUP

"Hello, you've reached **[Your Name and Title].** I am in the office today, but either on the phone or away from my desk. Please leave a detailed message including your name and number and I will return your call as soon as possible. Thank you!"

TEMPORARY VOICEMAIL SETUP

1. Access your voicemail using the voicemail button or press ***86**.
2. Enter your password.
3. Select **0** from the mailbox options.
4. Press **4** to record your temporary message.
5. Press **#** to inform the system that you have completed your message.
6. Press **1** to accept the message.
7. Press **2** to listen to the message.
8. Press **3** to re-record the message.

SAMPLE SCRIPT FOR TEMPORARY VOICEMAIL SETUP

Hello, you've reached **[Your Name and Title].** I am currently out of the office and will be returning on **[Date Here]**. Due to this, I will have limited access to my voicemail. In the meantime, please direct your calls to **[Designated Person and Contact Number]**. Otherwise, I will be sure to respond to your voicemail upon my return. Thank you!

ACCESS VOICEMAIL FROM HOME

1. Dial your office phone number.
2. When the voicemail menu recording starts, press *****.
3. Enter your password.
4. Press **1** to listen to your messages.