


# 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

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

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