


# 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 **1234** 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 SmartChoice Softphone

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.