

Main Menu

- 1 Review Messages
- 2 Send Messages
- 3 Mailbox Settings
- 6 Greetings
- 7 Extensions Management

Note: Before you can use your mailbox, you must complete mailbox set-up. Call 1-833-558-6245 from your business phone which has voice messaging service and follow the instructions. Menu selections will vary depending on your voicemail class of service. Please contact Customer Support at 833-692-7773 for additional assistance

Global Keys

- * Cancel or Up a Menu
- 0 Helpful Hints

To create a Distribution list

- Press 3 for personal options.
- Press 4 for distribution list.
- To create distribution list - Press 1.
- After pressing 1 to create a distribution list, system will give you your first distribution list of 01.
- Enter the phone number of the mailbox you would like to add in the distribution list, followed by #.
- System will ask you to record name of person followed by #.
- System will take you back to distribution list to add another phone #.
- Repeat sequence until finished adding the numbers.
- Once you have added all the numbers, press * and the * to go back to main menu.

To Send a Message to a Distribution list

- Once distribution list has been created, to send a message to the distribution list, from the main menu press 2 to record or forward a voice mail.
- Press 2 for distribution list and then your distribution list number, 01.

To see who is in your distribution list, press 2

- To modify a distribution list, press 3.
- To delete a distribution list press 4.

1 Review Messages

- 1 Listen to Message again
- 2 Archive this Message
- 3 Delete this Message
- 4 Transfer this Message
- 5 Reply to this Message
- 6 Previous Message
- 8 Next Message
- * Back to the Main Menu

2 Send Messages

- 1 Record and forward (enter 10 digit number)
- 2 Transfer to Distribution List
- * Back to the Main Menu

3 Mailbox Settings

- 2 Modify Pin
- 4 Manage Distribution List
- * Back to the Main Menu

6 Greetings

- 1 Record your Greeting
- 3 Record your Name as a Greeting
- 5 Enable or Disable Name Greeting
- * Back to the Main Menu

7 Extensions Management

- 1 Record the Main Greeting
- 2 Add an Extension
- 3 Remove an Extension
- * Back to the Main Menu

Extension Tutorial**Setup your Extension Mailbox for the First Time Tutorial (Extension 0)**

- Step 1)** Call Support to add a Trusted Number (example: a mobile#)
- Step 2)** Call the Toll Free Access # 833-558-6245
- Step 3)** Create a PIN for the ***Primary Extension** which is **Extension 0**
- Step 4)** Create a Greeting for the ***Primary Extension**, which is Ext 0
- Step 5)** The Mailbox is now setup, but only for Extension 0.
*** Please Note**, the Greeting Recorded during the Tutorial is for Extension 0, and is **not** the ****Main Greeting**. The **Main Greeting** is configured during steps below when adding additional Extensions.

To Add Additional Extensions (Ext 1-9)

- Step 1)** From the Main Menu, Press **Option 7** to Manage Extensions
- Step 2)** Press **Option 1** to Record a ****Main Greeting**
- Step 3)** Press **Option 2** to ADD an extension, which will be **Extension 1**
*** During this step, a new PIN code will be auto-generated and will only playback the PIN one time, be sure to write it down or you will need to call support to have the PIN for Ext 1 reset. After the PIN is generated, you can now record the Greeting for Extension 1.
- Step 4)** Repeat **Steps 1-3** to create additional Extensions 2,3,4,5,6,7,8,9 for a Total of 10 extensions (0-9)

Check Your messages**To check your messages for each extension**

- Step 1)** Call the Toll Free Access # 833-558-6245
- Step 2)** Enter the PIN that corresponds to **your Extension**
*Example, if your ***Primary Extension**, pin as 1234, enter that PIN to access your Primary mailbox. If your **Secondary Extension** PIN is 2222, enter that PIN to access your extensions mailbox.*