

Initializing Your “IP Office” Voicemail Box

Complete all steps 1 – 6 to set up voicemail.

1. From inside the office, press MESSAGE or Dial *17
2. *“Welcome to IP Office...Please enter extension and pound sign”*
When *Voicemail* answers, you will be asked to enter your extension number:
 - If calling from your own office phone, simply press # (pound sign).
 - When calling from any other phone, enter your ext. no. and #
3. *“Enter Default Password” = #*
4. **Password:** Now you will be prompted to **Twice** enter the password you choose for your mailbox....followed by the # sign.
5. *“As you use IP Office, your name will be used in system greetings.....*
Press **1** and speak your name. When finished, press **1** again”.
This is not a personal greeting. Record only your first and last name.
 - Press 1
 - Speak Name
 - Press 1
 - Press # to Approve

Every time you log into *Voicemail*, you will hear the number of new messages you have, and the same three main activity options:

To Record Messages – press 1 (to record a message to send to another mailbox)

To Get Messages – press 2 (to hear messages you have received)

For Personal Greetings – press 3 (what your customers hear)

6. **Personal Greeting:** from the main activity menu,
 - Press 3*
 - Press 1 to Create a Greeting*
 - Press 1 for greeting number and begin recording at the tone*
 - Press 1 when finished to listen and edit.*
 - Press # to approve recording when satisfactory.*
 - Press 1 to choose this greeting for All Calls*