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