

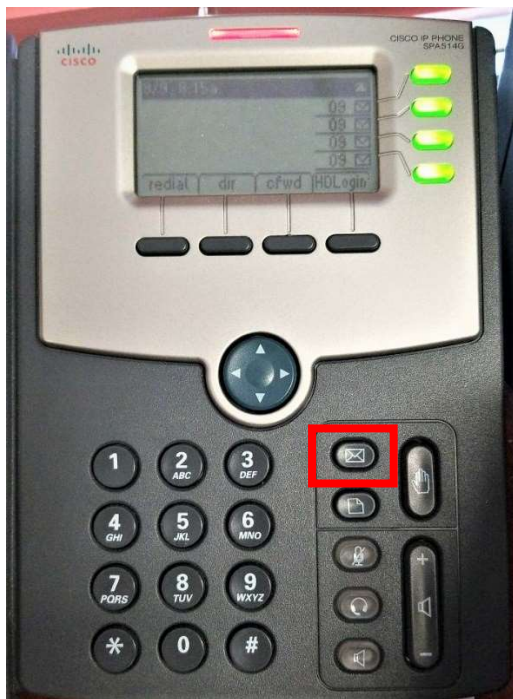
WAYNE COUNTY SCHOOLS SETTING UP VOICEMAIL

August 11, 2019

This document will help you set up your personal voicemail for your Cisco VoIP phone. Simply follow the steps below and your voicemail will be customized with your name and your own password.

1. Press the Envelope button to access your voicemail

On your new Cisco VoIP phone, press the button with an envelope on it to access your voicemail.



2. Login to your Voicemail

The first thing it will ask is for your voicemail password – by default this is set to your phone's extension.

3. Setup your Busy Message

Then, you will be asked to record your Busy Message and press the pound (#) key when you are finished.

*This is only for when you are on the phone and cannot take another call. You can record an **unavailable** message later.*

After pressing the pound key, you can press 1 to accept the recording, 2 to listen to the recording, or 3 to re-record your busy message.

4. Enter New Voicemail Password

Enter new password followed by the pound key

Reenter the new password and press the pound key

5. Record Other Options

Press 0 for mailbox options

Then - - -

Press 1 for unavailable message (necessary)

This message will play whenever you're away from your desk and cannot answer the phone.

Press 2 to record busy message (you just recorded this in step 3)

Press 3 to record your name

So people know whose extension they reached when they called you.

Press 4 to record a temporary greeting

Useful if you go out of town for vacation and want callers to know that you'll be back on a certain date.

Press 5 to change your voicemail password

Other than that, you're all done!

Contact the Help Desk if you have any further questions.