

Voicemail

Your guide to the
new telephone system



Retrieving voicemail messages

- Dial **625002** and press **OK**
- Enter **default password 123456** followed by **#**
- Press **3** (*you are now told how many messages you have*)
- Press **3**

Once you have listened to your message:

- Press **6** to delete
- Press **7** to replay
- Press **2** to skip to the next message
- Press **4** to save the message
- Press **#** to respond (*then pressing 7 then 0 will ring the extension back*)
- **hang up if you are finished**

Setting up automatic call forwarding destinations

You may save the numbers you want to forward to as favourites. Then you can direct your calls straight to voicemail or another favourite number

- Press
- Press **OK** to choose **edit call forwarding**
- Choose **destination** and press **OK**
- Choose **Edit favourites** and press **OK**
- Choose **Destination 1** and press **OK**
- Enter **625002** for voicemail or enter a colleagues number **OK**
- *If you wish to set up another destination repeat the above for destinations 2 - 5*
- Choose **Options: Save & Exit** and press **OK**
- Press

this sets up these numbers as your favourites for call forwarding

Activating automatic call forwarding (the first time!)

- Press
- Press **OK** to choose edit call forwarding
- Choose **destination** and press **OK**
- Choose the destination you have set up previously and press **OK**
- Set **All calls to on**
- Choose **Options: Save & Exit** and press **OK**
- Press

Activating automatic call forwarding (to reuse the last destination you set)

- Press
- It remembers your last destination, wait a few seconds or press **OK** to activate - your display will show the forwarding icon with the number it's set to be forwarded to*
- To turn it off press

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