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First Time Voicemail Setup Guide

Setting Up and Using Voicemail from Your Device

Set up Voicemail

1. Press the MESSAGE key, and then press CONNECT.
2. If calling, dial *62 or your extension.
3. At the prompt, enter in a unique passcode, then press #.
4. Re-enter your passcode, then press #.
5. Follow instructions to record your name.
6. Follow prompts to:
 - ☐ Access voice mailbox
 - ☐ Access greetings menu
 - ☐ Change passcode
7. Exit voice portal

Retrieve Voicemail Messages

A blinking red “message waiting” indicator light notifies you when you have a new voicemail message.

1. To check your voicemail, press the MESSAGE key, and then press CONNECT.
2. If calling, initiate a call and dial *62 or your extension.
3. Enter your voicemail passcode if prompted, then press #. (If you forgot your passcode, please contact your system administrator.)
4. Follow the audio prompts.