Log in

From your own phone
Press the button to right of Voicemail message

From another phone
Dial 101
Press #

From outside
Dial main number
Press #

Enter your extension

Enter your PIN
Press #

Main menu
Press To
1 Listen to inbox messages
2 Listen to saved messages
3 Listen to deleted msgs
4 Send a msg
5 Voicemail options
8 Log off
0 System-wide welcome
* Replay this menu

Message menu
Press To
1 Play msg info
2 Replay
3 Save / Restore to Inbox
4 Delete / Delete permanently
5 Forward
Play next msg
* Cancel

Shortcut!
No need to listen to an entire menu or message --go ahead and press the button for what you want to do next.

Record comments
Press To
1 Include comments
2 Forward without
* Cancel

Voicemail options
Press To
1 Record greetings
2 Record name
3 Select greeting
4 Empty deleted msgs
* Cancel

Record greeting menu
Press To select
1 Standard
2 Out of office
3 Extended absence
* Cancel

To record
• Record
• Press #

Recording menu
Press To
1 Play back recording
2 Accept recording
3 Delete and rerecord
* Cancel

Select active greeting menu
Press To
1 Listen to all greetings
2 Choose Standard
3 Choose Out of office
4 Choose Extended absence
5 Choose default
* Cancel

Forward to:
Enter extension

Log off
Press To
* Cancel the current activity
* (Repeat to return to Main menu)
8 Log off
or just hang up!

Log in

From your SIPxchange phone
1 Press the screen display button to the right of the Voicemail message
2 Enter your PIN
3 Press #

From another phone
1a From an outside phone:
    Dial the main number
1b From another SIPxchange phone:
    Dial 101
2 Press #
3 Enter your extension number
4 Enter your PIN
5 Press #

Listen to messages
1 Log in
2 Press 1 to listen to inbox messages or
   2 to listen to saved messages or
   3 to listen to deleted messages
3 To play the next message press #
4 To go back to the main menu press *

After listening to a message
Play info: Press 1
Replay: Press 2
Save / Restore: Press 3
Delete / Delete permanently:
   Press 4

Forward the message: Press 5, then
1 Press 1 to record comments (go to step 2) or
   Press 2 to forward without comments (go to step 5)
2 Record your comments after the beep
3 Press #
4 Press 1 to listen to your comments or
   2 to accept comments and forward or
   3 to try again
5 Dial the "forward to" extension

Send a message
1 Log in
2 Press 4
3 Record your message after the beep
4 Press #
5 Press 1 to listen or
   2 to accept and send your message or
   3 to try again
6 Dial the "send to" extension

Record your name
1 Log in
2 Press 5
3 Press 2
4 Record your name after the beep
5 Press #
6 Press 1 to listen or
   2 to accept and use this recording or
   3 to try again

Record personal greetings
1 Log in
2 Press 5
3 Press 1
4 Choose the type of greeting to record. Press:
   • 1 for your standard greeting
   • 2 for your "Out of office" greeting
   • 3 for an extended absence greeting
5 Record your greeting after the beep
6 Press #
7 Press 1 to listen or
   2 to accept and use this greeting or
   3 to try again

Change the active greeting
1 Log in
2 Press 5
3 Press 3
4 To listen to all greetings first, press 1
5 Choose the type of greeting you want as your active greeting. Press:
   • 2 for standard greeting
   • 3 for "Out of office" greeting
   • 4 for extended absence greeting
   • 5 for the default greeting (your extension)

Empty all deleted messages
1 Log in
2 Press 5
3 Press 4