

Self-Identification and Voicemail Setup

Self-Identification

In order for the company phone directory to function properly, you must record your self-identification message. To record your self-identification message through your IP Phone, complete the following steps:

1. Dial your voicemail menu (Default 9999) and press confirm .
2. Enter your PIN (your PIN is your 4-digit extension number followed by #).
3. Select the 9 key at the prompt.
4. Select the 5 key to record the self ID message.
5. Record your name only, i.e. **“Sarah Jones.”**
6. Press the # key to stop recording.
7. Select the 0 at the prompt to save the recording.

Voicemail Message

To record your voicemail greeting through your IP phone, completed the following steps:

1. Dial your voicemail menu (Default 9999) and press confirm .
2. Enter your PIN (your PIN is your 4-digit extension number followed by #).
3. Select the 9 key at the prompt.
4. Press the 8 key at the prompt.
5. Select the 0 key at the prompt to record.
6. Press the # key to stop recording.
7. Select the 0 at the prompt to save the recording.

Changing your PIN

Your voicemail PIN on your desk phone is your 4-digit extension number. You must change your default PIN number for your voicemail utilizing the below instructions for security purposes.

1. Dial your voicemail menu (Default 9999) and press confirm .
2. Enter your PIN (your PIN is your 4-digit extension number followed by #).
3. Select the 9 key at the prompt.
4. Press the 7 key at the prompt.
5. Follow the prompts to change your PIN.
6. When done, press # to return to the main menu or simply hang up.

Once your voicemail message and self-identification are set up, you will be able to access your voicemails by performing steps 1-3 outlined above on your phone. Additionally, all voicemails will be sent as a WAV audio file via email to your company email address, allowing you to access your voicemails from any device with internet/email access.