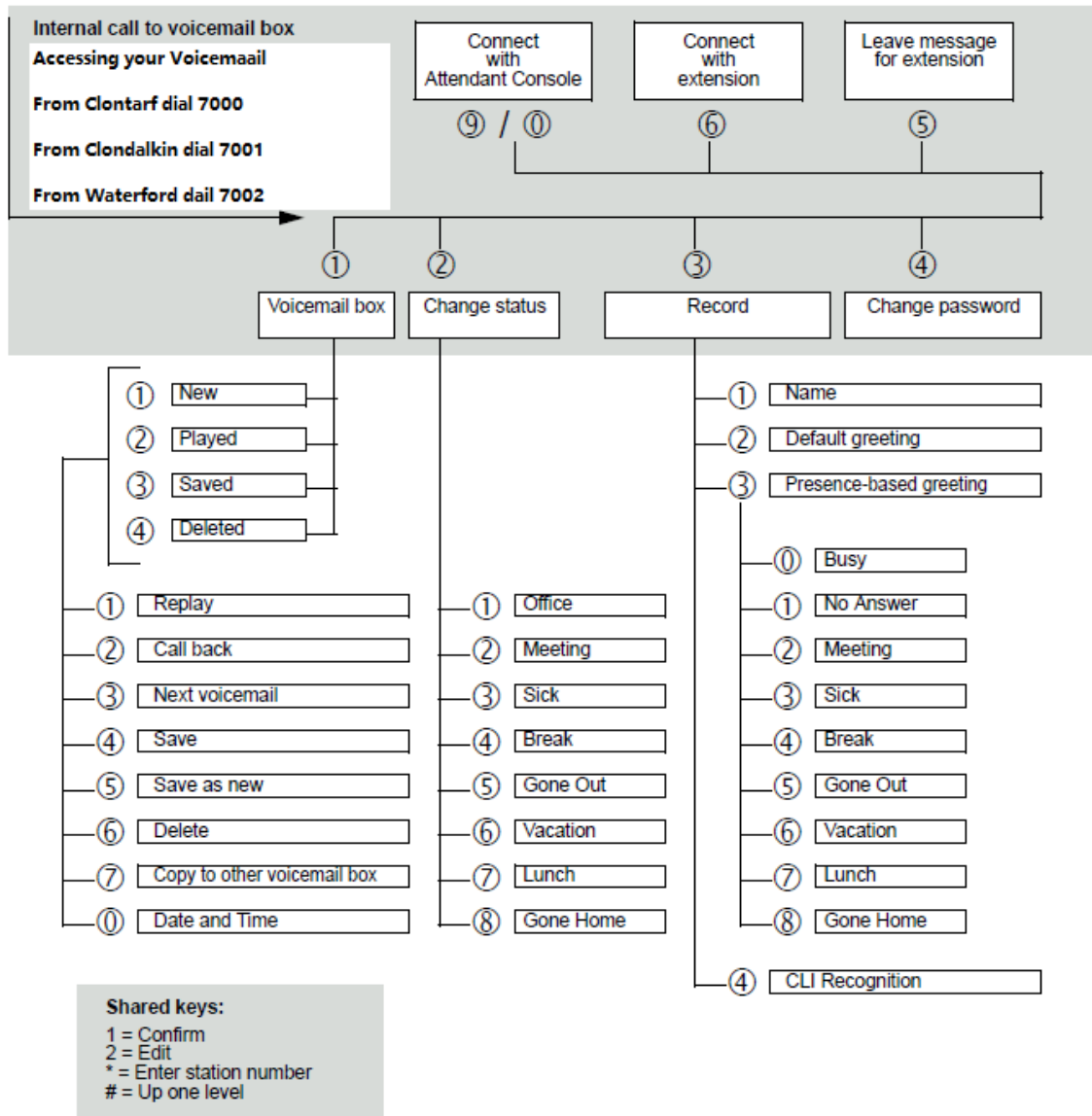




OPENScape BUSINESS – UC Suite VoiceMail - USER GUIDE





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Setting up your voicemail for the first time

Dial into the voicemail by dialling 7000 from Clontarf, 7001 from Clondalkin, 7002 from Waterford. You will be asked to enter your password. The default password is 1234. You will be then asked to change this password to a 6 digit password. To avoid unauthorised entry to your voicemail your pin code should be changed. The system requires a 6-digit code. When you dial into voicemail for first time, you are requested to change the password.

User: Lift handset and dial voicemail

Voicemail: Please enter your password

User: Dial  (default)

Voicemail: When using your mailbox for the first time you are required to change your password. Please enter your new password (Due to security enhancements it is necessary to change your password.)

Please enter your new password. Passwords cannot be 123456 – 654321

Voicemail: Please enter your new password again.

When you have changed your password you will be then asked to record your name.

When you have recorded your name you will then be asked to record your voicemail greeting

Your voicemail is now set up and ready for use.

To forward your Phone to Voice mail

Dial  followed by voicemail number e.g. 7000=Clontarf, 7001= Clondalkin, 7002= Waterford

or

It is also possible to forward call on no answer after a period.

Dial  followed by voicemail number e.g. 7000=Clontarf, 7001= Clondalkin, 7002= Waterford

Message Retrieval

When you access voicemail, you are informed of the new messages and offered to play these back.

User: Lift handset and dial voicemail

Voicemail: Please enter your password

User: Dial password

Voicemail: There are no new messages / There are X new messages

New messages will be played first followed by those messages you have listened to,

To access your mailbox from another phone on system

User: Lift handset and dial voicemail

Voicemail: Please enter your password

User: Enter your 6 digit pin

Voicemail: Please enter the mailbox number

User: Dial your extension number

You are now in your mailbox as if you dialled it from your own phone.