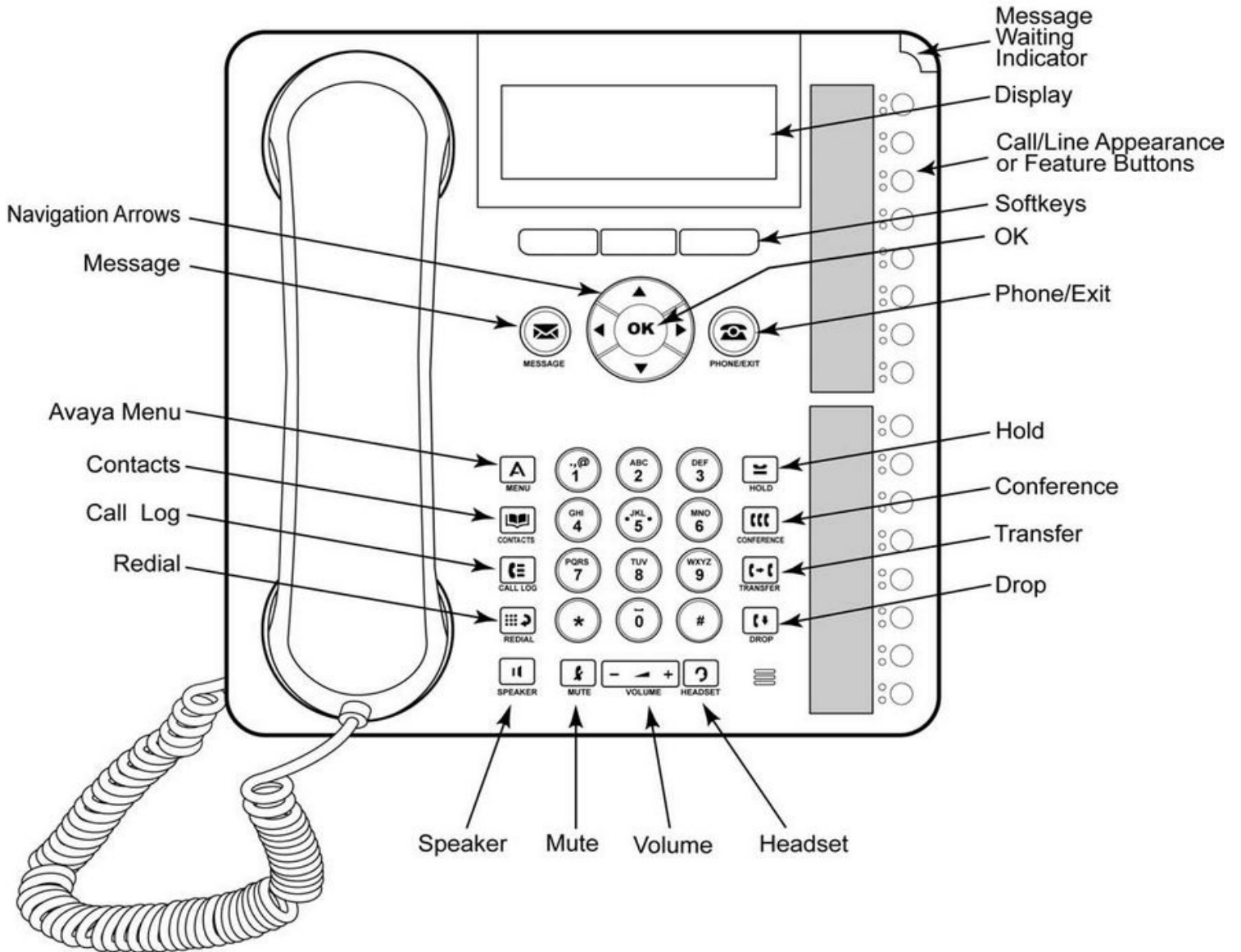


Keyport Voicemail System Setup



2012 - 2013

IP Office Voicemail Setup

Initial Setup: Please read through these instructions before beginning setup. Your name will be unavailable to the system directory until at least steps 1-3 are completed.

1. To set up voicemail for the first time, dial *17.
2. You will be instructed to enter your extension number followed by #, and your password. **Your password must be entered as only #.**
3. You will be asked to enter your new password twice; the recording of your name in the company directory will follow this. **Wait until the end of the instructions** and press 1 to begin recording your name, then 1 when complete. Press # to approve.
4. You will now be at the MAIN activity menu.

Main Menu:

- 1 – Record Messages (to send to other mailboxes)
 - 2 – Get Messages
 - 3 – Administer Personal Greeting
 - 5 – Change Password and Re-Record Name (not prompted)
5. Press 3 to for your greeting options, then 1 to record then choose which greeting from 1-6 that you wish to record (most users only choose greeting 1).
 6. At the tone, begin recording and press 1 when finished, this will give you the option of re-recording, listening or accepting the greeting.
 7. After you are happy with the greeting press # to accept and **then 1 to activate.**
 8. Your voicemail is ready to receive calls, follow instructions in the Intuity voicemail flow chart for advanced voicemail features.

Voicemail Features:

To listen to new messages press Voicemail button then 2 to play the message header (time, date and caller) and then 0 to listen.

Other options:

1 - to forward to another user with a recorded comment that will be played before the user hears the message.

2 – to RESTART the message.

3 – to PAUSE the message.

5 – to REWIND 5 seconds.

6 – to FORWARD 5 seconds.

-- to SAVE.

*3 – to DELETE.

**8 – to UNDELETE.