HOSTED PBX VOICEMAIL INSTRUCTIONS

To initially set up voicemail, press the "message" key on your phone (or dial * and ext. number if you do not have a message key), enter your password which is your extension number (default). At this point, you will be guided through the process of a first time set-up. Follow the prompts to set up your new password, name, and greetings. You should change your password when prompted to something other than your extension. If you leave your ext. number as your password, each time you access your VM box, you will hear the set up wizard again, so we highly recommend changing it. Also, the name that you record in the mailbox will be the same recording callers hear when they access the company directory and the find me feature.

Checking voicemail from a Lantech Communications telephone on site:

1. Press the Messages Button, or dial *(star) and your ext. #

2. Enter your password + "#" (Default is your extension number)

3. Follow the prompts

Main Menu Options

1. New/old messages (*-asterisk=rewind; #=fast fwd)

2. Change folders

3. Advanced options

   1. Leave msg. for another user

   *. Return to main menu

0. Mailbox options

   1. Record unavailable greeting

   2. Record busy greeting

   3. Record name

4. Record temporary greeting

5. Change password

*. Return to main menu

*. Help

#. Exit

Mailbox Options after listening to a message:

3. Advanced options

1. Send reply

3. Hear envelope (date/time, phone number of caller)

5. Leave msg. for another user

*. Return to main menu

5. Repeat current msg.

6. Play next msg.

7. Delete

8. Forward to another user

9. Save to folder

0. New

1. Old

2. Work

3. Family

4. Friends

*. Help

#. Exit

Checking Voicemail Remotely (For this option to work your calls must go directly to an auto attendant)

    1. Call main number, at main auto attendant press "#" (Or option configured for Voicemail)

    2. When you hear the prompt enter your mailbox number

    3. When you hear the prompt enter your password + "#"

    4. Follow the voicemail menu prompts