



How to reset a voicemail password

Step 1: Login to your Manager program

Step 2: Go to the user tab and locate the phone

Step 3: In the next panel select the voicemail tab at the top

Step 4: Delete the password and enter new password and confirm the same password under confirm password. (Note all password will need to be 6 characters long and cannot be the same number repeated or 123456)

Step 5: Press the OK button on the bottom and save the system via a merge



How to record a user's name

Step 1: On any phone dial *17

Step 2: Enter extension of the phone as well as password

Step 3: Once it starts to tell you how many messages you have dial the following based on what phone system you have

- For embedded systems dial *05 and follow recording prompts
- For Voicemail Pro dial 5 and then press option 5 again. Then follow the recording prompts

Step 4: Once the phone has told you the recording is saved hang up the phone