

Initializing Your Voicemail from Offsite:

1. Call the main number, when the auto attendant answers, press 9 + your extension
2. Enter default security code: [password as previously provided by NATG] then follow prompts:
 - a. **Record your name** for the company directory (only your first and last name. ex: Bob Smith)
 - b. **Spell** the first three letters of your name (ex: Bob would be 262 on the number pad)
 - c. **Would you like to be listed** in the company directory?
→ Press **1** for **Yes** or **2** for **NO**
 - d. **Record your personal greeting** (example below)
 - e. **Enter a new security code**
→ **Note:** Password must be between 4 to 10 digits. DO NOT use simple codes such as 1234, 1111, 2580 etc..
3. At the end of setup, the system will ask you if you're satisfied with all of your setting, **press 1 for yes** otherwise you'll need to start over from the beginning.

Example Script:

"You have reached the voicemail of Please leave a detailed message and I will return your call as soon as possible. To reach reception, press 0. Thank you."

Listen to Voicemail from Offsite

1. Call the main number, when the auto attendant answers, press 9 + your extension
2. Follow Prompts or choose from the following:
 - a. To **Play New Messages**..... Press **4**
 - b. To **Leave a Message**..... Press **5**
 - c. To **Review old Messages**..... Press **6**
 - d. To **Access Set up Options** Press **7**

WHILE the Message is Playing

- a. Reply..... Press **34**
- b. Check Next MSG..... Press **35**
- c. Delete..... Press **36**
- d. Archive (Save)..... Press **37**
- e. Date/Time..... Press **38**
- f. Save As New..... Press **30**
- g. Repeat Message Press **3#**

AFTER Listening to a Message

- a. To Reply..... Press **4**
- b. Check Next MSG..... Press **5**
- c. Delete..... Press **6**
- d. Archive (Save)..... Press **7**
- e. Date/Time..... Press **8**
- f. Save As New..... Press **0**
- g. Repeat Message..... Press **#**

Changing Your Greeting from Offsite

1. Call the main number (or your Direct Line *if* applicable)
2. When the voicemail answers:
3. Enter **9 + Your Extension**, Enter your security code
4. Press **7** for **Setup**
5. Press **4** for **Greeting**
6. Press **6** for **Standard** greeting (or **7** for **Alternate**)
7. Press **1** to **record**
8. Press ***** when done recording

