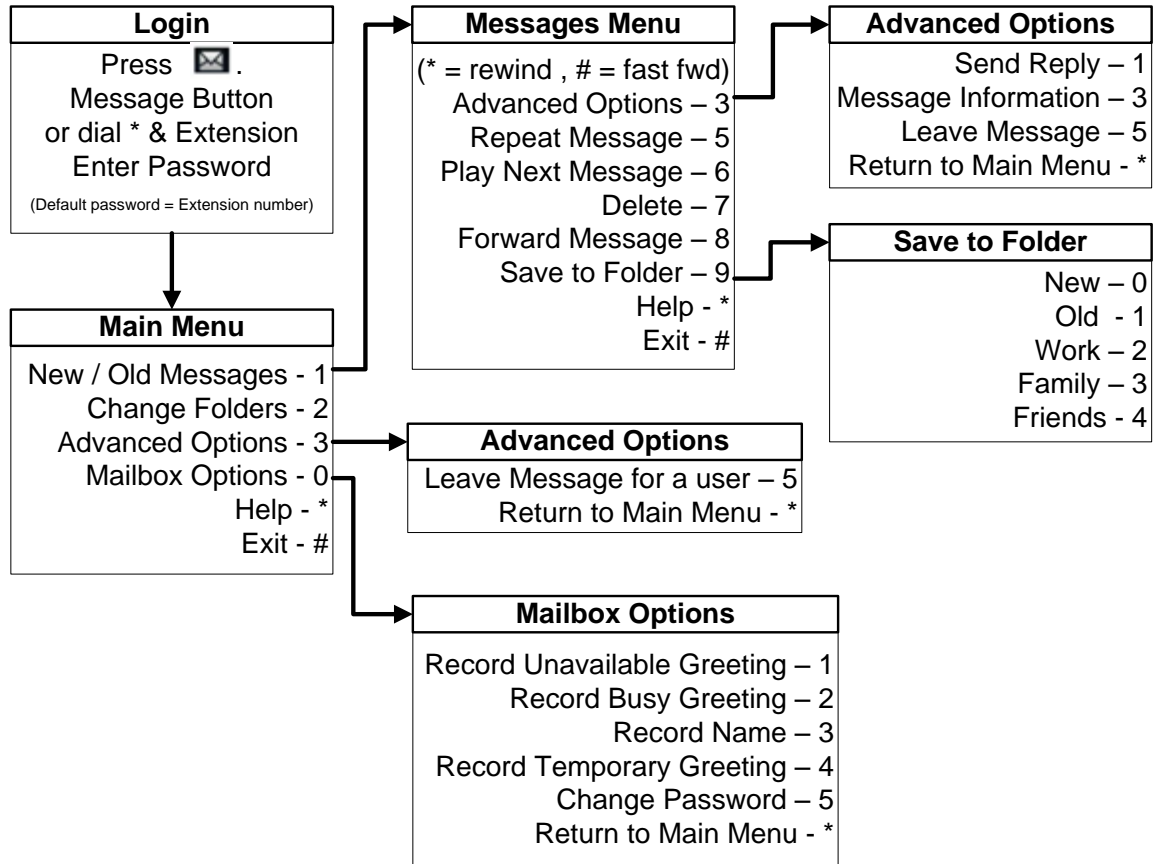




Voicemail Flow Chart



Checking Voicemail Remotely: (For this option to work your calls must go directly to an auto attendant. If you don't have that configured contact Net Tel One for other options.)

1. Call main number, at main auto attendant press “#” (Or option configured for Voicemail access)
2. When you hear the prompt enter your mailbox number
3. When you hear the prompt enter your password + “#”
4. Reference flow chart above.

First Time Voicemail Set Up:

Press the “message” key on your phone (or dial * and extension number) When prompted enter your **default password which is your extension number**. At this point, you will be guided through the setup process. 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.