

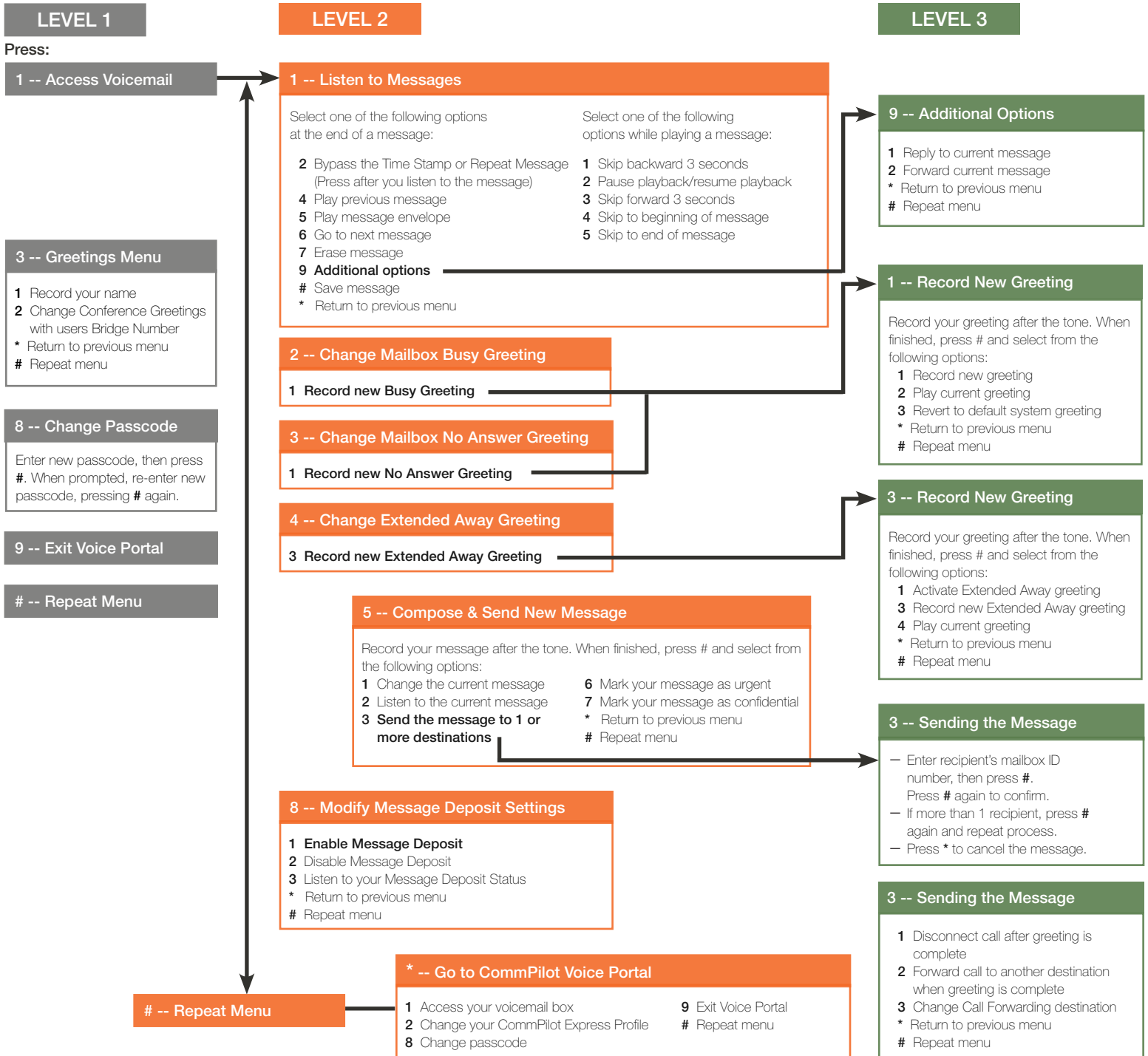
### LOG IN: INTERNAL

- From your own desk phone, press the Voicemail button, enter passcode, press #, then press 1 to access Voicemail box.
- From another desk phone, press the Voicemail button, press \*, enter your mailbox ID, enter #.

### LOG IN: EXTERNAL

- Call your direct dial number or extension through your company's Auto Attendant and press \* during your outbound greeting, enter password and press #.
- If you do not have a direct dial number, dial your main number and either be transferred by a receptionist or press the \* key when the main greeting picks up.

### MAIN MENU OPTIONS -- Access each menu by pressing the number on the left of the menu box



### FIRST LOG IN WITH THE VOICE PORTAL WIZARD

Dial your phone number/extension or the voice portal number/extension, then:

1. If requested, enter your phone number
2. Enter a new passcode at the prompt (must be 6 digits)
3. **Re-enter your passcode at the prompt**
4. Record your name at the prompt
5. Press #

DCT will provide your administrator with your voice portal number and password upon installation. Check with your group administrator for this information.

### ACCESSING THE VOICE PORTAL

You can access your personal voice portal using your own phone or another phone. To log in, press the “voicemail” key on your handset or dial one of the following:

- Your phone number/extension
- Group voice portal number/extension
- Location code/extension
- Enterprise voice portal number/extension (if enabled)

### PERSONALIZED NAME

Upon accessing the Voice Portal for the first time, you will be required to record your name:

- 1 Record new Personalized Name
- 2 Listen to current Personalized Name
- 3 Delete Personalized Name
- \* Return to Voice Portal main menu
- # Repeat menu

### GREETING TYPE

- 1 **Busy Greeting:** User hears the Busy Greeting when “reject” is selected on incoming call or Call Waiting is turned off.
- 2 **No Answer Greeting:** User hears the No Answer Greeting when call is allowed to ring through without interruption and Call Waiting is turned on.
- 3 **Extended Away Greeting:** Another option for a No Answer Greeting.
- 4 **Message Deposit:** Gives user ability to allow voicemails to be left in voicemail box or disable deposit to force caller to another number or not allow voicemail to be left after greeting.

### REPLY TO MESSAGE

- 1 Change current reply
- 2 Listen to current reply
- 3 Send reply
- 6 Set or clear urgent indicator
- 7 Set or clear confidential indicator
- \* Return to play messages menu
- # Repeat menu

### FORWARD MESSAGE

- 1 Change current introduction
- 2 Listen to current introduction
- 3 Send message to specific group members
- 4 Send message to entire group
- 5 Send message to distribution list (option offered only if enabled)
- 6 Set or clear urgent indicator
- 7 Set or clear confidential indicator
- \* Return to Play Messages menu
- # Repeat menu

### MAKING CALLS

Enter the destination digits

- # Return to the Voice Portal main menu

*While engaged in a call:*

- ## Terminate a call and make another call

### LEAVING MESSAGES FOR OTHER USERS

*During greeting:*

- # Interrupt the greeting and start recording voice or video message
- \* Transfer out of greeting to Voice Portal password prompt
- 0 Transfer out of greeting to configured number

*While recording message:*

- \* Cancel recording and transfer to Voice Portal password prompt
- 0 Cancel recording and transfer to configured number
- # Stop recording and review message

*Review message:*

- 1 Erase message and record again
- 2 Listen or view current message
- 3 OR hang up to send message
- 6 Set or clear the urgent indicator
- 7 Set or clear confidential indicator
- \* Cancel recording and transfer to Voice Portal password prompt
- 0 Cancel recording and transfer to configured number
- # Repeat menu

### SELECT DISTRIBUTION LIST

- 0 Select distribution list 0
- 1 Select distribution list 1
- 2 Select distribution list 2
- 3 Select distribution list 3
- (Distribution lists are numbered consecutively from 1-15)
- 15 Select distribution list 15
- \* Return to the previous menu
- # Repeat menu

### DISTRIBUTION LIST MENU

- 1 Select another distribution list
- 2 Review the selected distribution list
- 3 Send the message
- \* Return to the previous menu
- # Repeat menu