

Bluestone Voicemail User Guide

Access

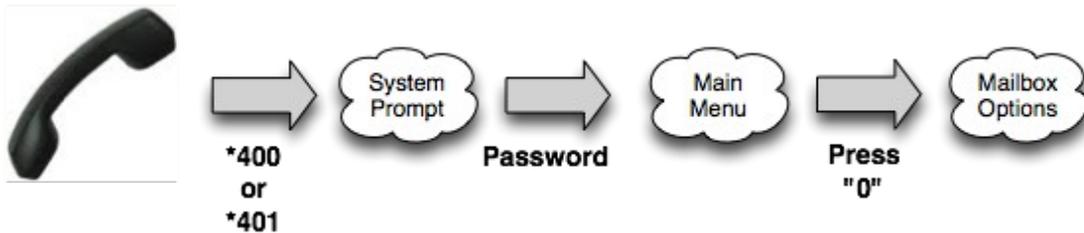
Voice mail is accessed either by dialing *400 or *401. Use *400 for access when dialing in from the outside, or when you are not at your phone. The system will ask for your extension and password. If you are at your phone you can dial *401 (*or on Polycom phones press the "Messages" button*) and the system will only need your password. (Note: the usual default password is "1234", you can change this later to be whatever you want)

Setup

To setup voicemail you will need to do the following

- 1) Record a busy and no-answer greeting
- 2) Record your name for the company directory
- 3) Optionally you may also want to save a temporary greeting

To record these various messages access your voicemail box and press "0" for "mailbox options" and follow the instructions.

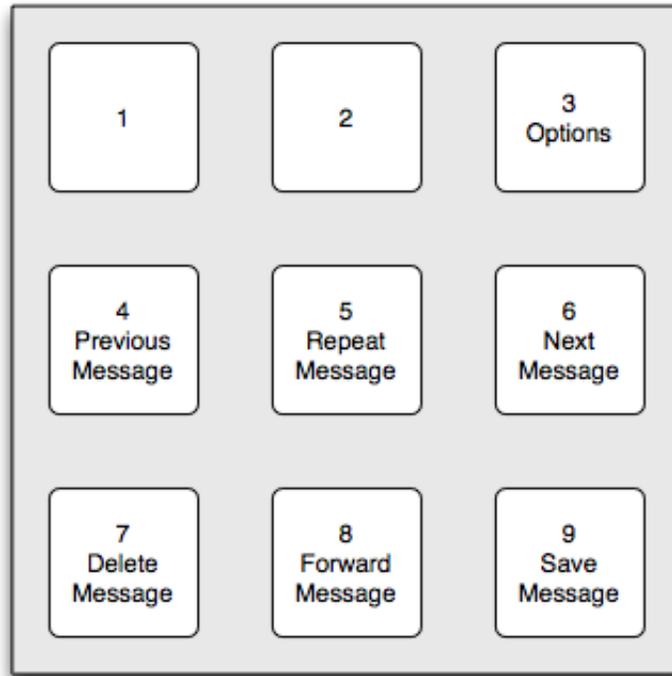


Temporary Greeting

A temporary greeting can be recorded by pressing "4" in the mailbox options menu. This will override both the busy and unavailable messages. To later remove the temporary greeting go the "mailbox options" again and press "4" – you can then record a different temporary greeting or delete it and return to the standard greetings. Many people use the "temporary greeting" as their only one, re-recording it every day with something new.

Message Access

If you have one or more messages then can retrieve them by accessing voicemail and then pressing "1". This plays the first message. While in this mode there are a number of options that you have for moving back and forth through your messages, forwarding them to others (with an optional annotation) or saving them. These navigation options are shown on the keypad diagram below.



Options in the voicemail navigation menu

Email Forwarding

The system can forward your voicemail messages to you via email and optionally delete the message, once the voicemail has been sent. If you would like to have this facility enabled, speak to your system administrator.