



Leading The Pack

WOLF
TECHNOLOGY GROUP

VoiceMail User Guide



How to Access Your Voicemail

All Options that are checked apply to your specific system



Option 1

To check your voicemail from outside the office :

1. Dial phone number _____.
2. Wait for the IVR/Automated Attendant to answer.
3. Dial # .
4. Enter your Extension number
5. Enter your Password



Option 2

To check your voicemail from outside the office :

1. Call your DID or have the receptionist transfer you to your extension.
2. When your voicemail greeting answers press *
3. Enter your Password



Option 3

To Check Voicemail from your phone:

1. Press the Voicemail/Message button or dial 55# from your phone
2. Enter Your Password if required



Option 4

To Check your Voicemail from a different phone in the office :

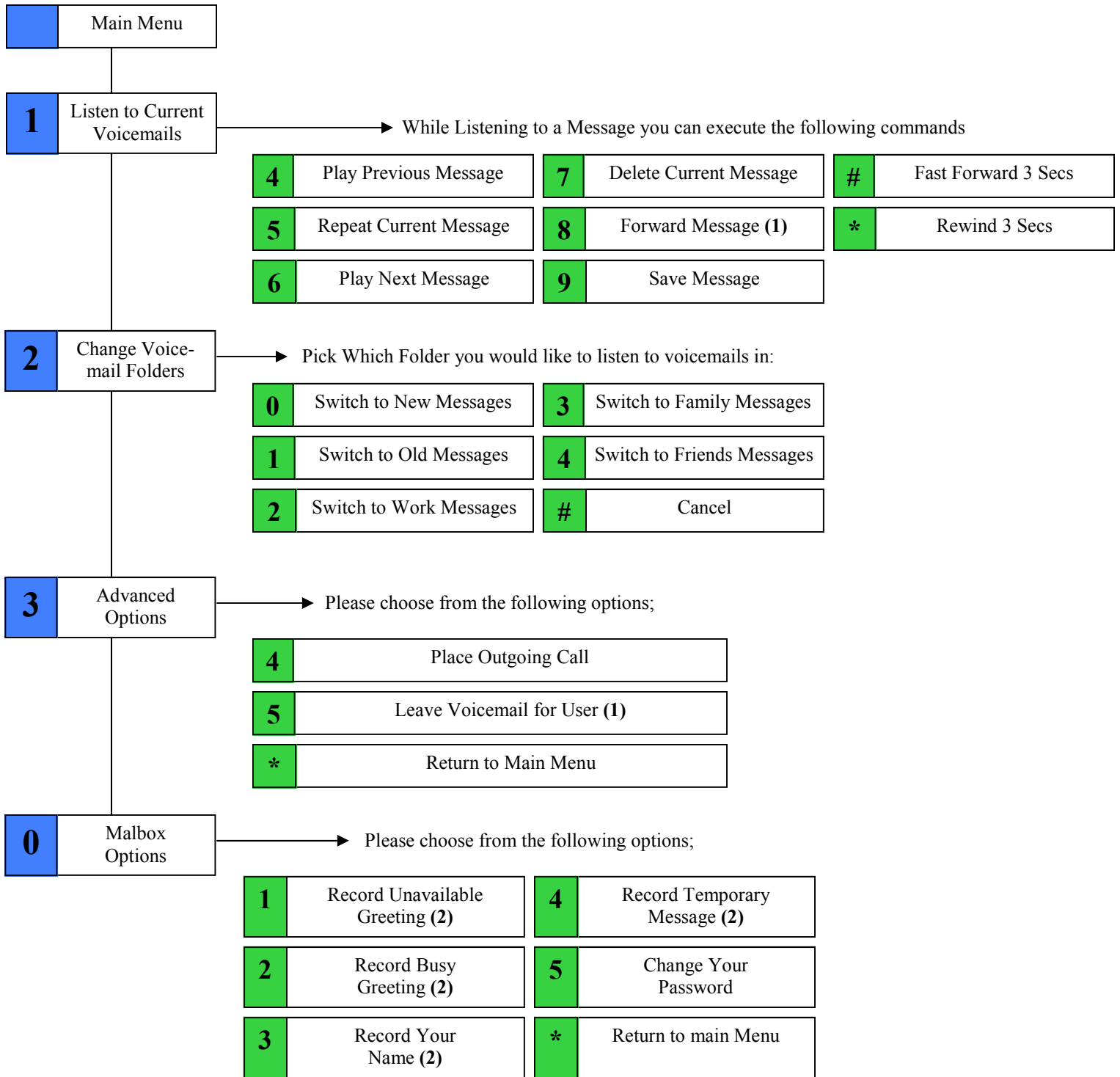
1. Dial *98 from any phone
2. Enter your Extension Number
3. Enter your Password



Option 5

To Check your Visual Voicemail on Phones with Visual Voicemail :(*Requires UnifiedBX Phone Apps Module)

1. Press the Voicemail Button
2. Enter your password if it asks for your password
3. Use the up/down button to scroll to which voicemail you want to listen to and press the select button. You now have the option of deleting, saving or forwarding the message. Please follow the onscreen buttons for all features of the Visual Voicemail.



(1) While Forwarding A Message or Leaving A Message For A User You Can Choose The Following:

1	Enter The Extension Direct	1	Prepend Your Message before Sending
		2	Send Message Without Prepending
2	Lookup Name by Directory		

(2) While Recording Your Greeting You Can Choose The Following Commands:

1	Accept Your Recording	2	Review Your Recording	3	Re-Record Your Recording
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