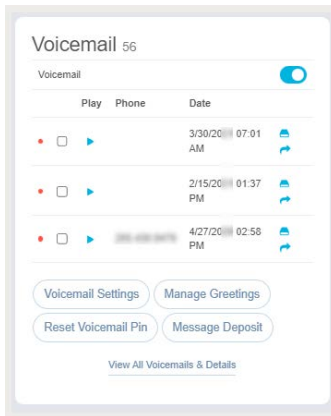
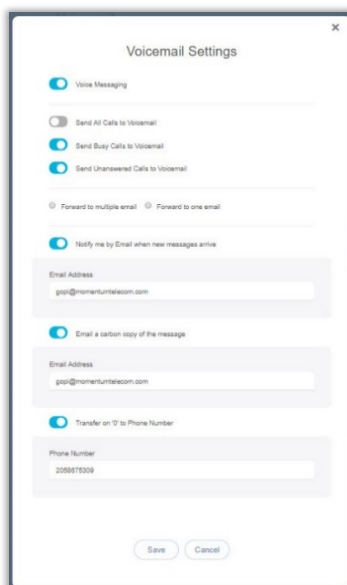


Settings Via Cloud Services Portal

1. Sign into the Cloud Services Portal website.
2. Review and manage your Voicemails and Voicemail **settings** in the **Voicemail** card.




- A Manage Greetings** - Click this button to select from your stored .wav file greetings and **Save**.
- B Manage Deposit** - Click this button to allow/disallow callers leaving messages in your inbox.
- C Reset Voicemail PIN** - Click on this button to reset a forgotten access PIN
- D Voicemail Settings** - Click this button to manage the voicemail features you wish to use.
 - Enter any information required by your selections (emails, phone numbers, etc.).
 - Click **Save** to submit the changes, return to the dashboard, and begin using the new Voicemail settings.



Greetings/Messages Via Phone

A Dial In

Voicemail Line | Polycom Phone

1. Press the **Messages** key  or Dial ***98**
2. Enter the 4-digit Passcode and press **#**.
Example Passcode Entry: 8642#
May be made permanent or changed as needed.

Internal Network Line

1. Dial the Extension of the line used for Voicemail.
2. Press the star ***** key when the Voicemail greeting begins.
3. Enter the 4-digit Passcode and press **#**.

External Line

1. Dial the 10-Digit Phone Number of the line used for Voicemail (and enter the extension, as needed if prompted).
2. Press the star ***** key when the Voicemail Portal greeting begins.
3. Enter the 4-digit Passcode and press **#**.

B Press [1] to Access Voicemail

Or select an alternate action option from the menu offerings when prompted:

- [3] Greetings menu (management)
- [5] Record a New Announcement
- [8] Change the Passcode
- [9] Exit
- [#] Repeat the Menu

C Voicemail Management Menu Options

- [1] **Listen to Messages** (options to save, delete, and forward each voicemail message become available when this option is selected)
- [2] **Change the Busy Greeting**
- [3] **Change the No Answer Greeting**
- [5] **Compose and send a new message**
- [7] **Delete all voicemail messages**
- [*] **Go to CommPilot voice portal**
- [#] **Repeat the menu**