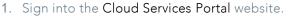
# **Settings Via Cloud Services Portal**



 Review and manage your Voicemails and Voicemail settings in the Voicemail card.

Voicemail			
	Play Phone	Date	
• 0	•	3/30/20 07:01 AM	
• □	•	2/15/20 01:37 PM	• •
• •	•	4/27/20 02:58 PM	2
Voice	mail Settings	Manage Greetings	
Reset	t Voicemail Pin	Message Deposit	
	View All Voice	emails & Details	

- 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.

	2
Voicemail Settings	
Voice Messaging	
Send All Calls to Voicemail	
Send Busy Calls to Voicemail	
Send Unanswered Calls to Voicemail	
Forward to multiple email  Forward to one email	
Notify me by Ernail when new messages arrive	
Email Address	
gopi@momentumtelecom.com	
Email a carbon copy of the message	
Email Address	
gopi@momentumtelecom.com	
Transfer on '0' to Phone Number	
Phone Number	
2050675309	
Save Cancel	
Cancel	

## **Greetings/Messages Via Phone**

## A Dial In

**[**]»)

## Voicemail Line | Polycom Phone

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

#### **Internal Network Line**

- 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**

- 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