



SCOPSERV
International inc.

ScopTEL™ IP PBX Software

Voicemail Management



Initialize your Voicemail Box.

Log into your voicemail by dialing *98 or by pressing the Messages key on your phone. Enter your administrator assigned voicemail password and press the # key

Change your password: Press 0 for the mailbox options Menu, then press 5
Follow the prompts to change your password.

Record your unavailable message: Press 0 for the mailbox options Menu, then press 1
Follow the prompts

Record your busy message: Press 0 for the mailbox options Menu, then press 2
Follow the prompts

Record your name prompt: Press 0 for the mailbox options Menu, then press 3
Follow the prompts

Make sure you say your Name AND Extension when recording your name prompt as this will be played back in the voicemail directory.

NOTE:

*The temporary greeting is a special out of office greeting to be used for extended away periods.
If you record your temporary greeting this will override your busy or unavailable message.
You must delete the temporary greeting for your busy or unavailable messages to function again.*



VOICEMAIL COMMANDS

1 Read voicemail messages

3 Advanced options

- 1 Reply
- 2 Call back
- 3 Envelope
- 4 Outgoing call

4 Play previous message

5 Repeat current message

6 Play next message

7 Delete current message

8 Forward message to another mailbox

9 Save message in a folder

* Help; during msg playback: Rewind

Exit; during msg playback: Skip forward

2 Change folders

0 Mailbox options

1 Record your unavailable message

2 Record your busy message

3 Record your name

4 Record your temporary message

* Return to the main menu

* Help

Exit

After recording a message (incoming message, busy/unavail greeting, or name)

1 - Accept

2 - Review

3 - Re-record

0 - Reach operator (not available when recording greetings/name)



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