

Getting Started with Your Phone | 101 Voice

This guide will familiarize you with your new classroom/office phone, including steps for accessing your voicemail and personalizing your voicemail greeting.

Phone Lights and Icons

Your phone will display on the screen the number of missed calls, text messages, and voicemails you have.

Flashing Light (top right)

A flashing light at the top right of the phone means you have a missed call.

How to Clear a Missed Call Indicator

- Press **Menu** (#2 in image)
- Use the arrow buttons (#3 in image) to navigate to **Call Log** (yellow icon)
- Choose **Local Call Logs**
- Review your missed calls

The call indicator light should no longer blink

Solid Light (top right)

A solid red light at the top right of the phone means you have voicemail.

How to Access Voicemail

- Pick up the phone
- Press the “voicemail” key (#4 in image)



Phone icons and buttons key

(image above)

1. Voicemail / Missed Call Indicator
2. Menu
3. Call Log Icon
4. Voicemail
5. Speakerphone / Hands Free
6. Handset

Accessing Your Voicemail for the First Time

To access your voicemail, press the “voicemail” key (#4 in the image above) and select the voicemail to play on screen.

Or you can pick up the phone and then press the voicemail key (#4 in the image above).

How to Personalize Your Greetings

Press 0 to access your settings and then:

- 1 - Unavailable Greeting

- 2 - Busy Greeting
- 3 - Temporary Greeting
- 4 - Name Greeting
- 5 - Change Pin

Accessing Your Voicemail Remotely

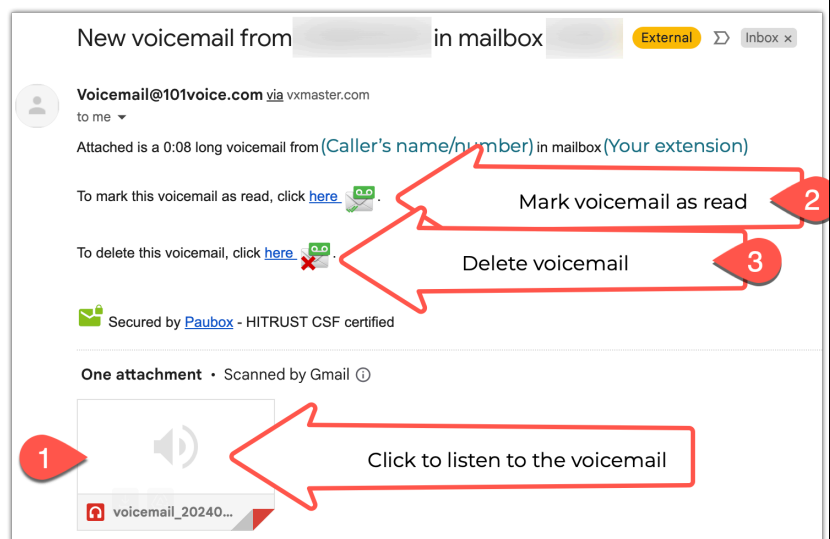
- To access the voicemail portal, pick up your handset or press the speaker button and press *2 (or call your extension from another phone)
- Enter your voicemail box number with the keypad followed by #
- Your default passcode for the first time is 94062

Voicemail to Email Feature

You will automatically receive an email with a copy of voicemails you receive.

- Click the voicemail attachment (#1 in image) to listen to the message directly from your inbox
- Option: click to mark a voicemail as read (#2 in image)
- Option: click to delete a voicemail (#3 in image)

Your phone will continue to have a solid red light to indicate that you have a voicemail until you either mark your voicemail as read or delete the voicemail.



If you have not seen a voicemail email, check your spam box just in case. If it's there, click the box "NOT SPAM" to indicate in the future that your voicemail emails are not spam.

Video Tutorial

If you prefer to learn from a video, [here is a 15-minute video](#) to help you orient yourself with the phone.

