STIMULUS VoIP

Voicemail

Accessing Voicemail

To access voicemail
1. Press the Messages button on your phone to access your voicemail box or dial 5001 if you cannot identify the voicemail button.
2. When prompted, enter your voicemail pin, and then press #. (You will have created your voicemail pin when you received the welcome email.)

Setting Up Your Mailbox

The first time you log in to your mailbox you are walked through recording your name for the directory and recording your personal greeting.

The name recording is for the dial-by-name directory, so when someone enters the first three letters of your last name, it will play back your name recording.

The greeting plays when your mailbox is reached.

It is very important to make a custom message, as many callers will not leave messages at mailboxes that have generic greetings.

Alternate Greetings

Your mailbox supports multiple greetings for different scenarios like business trips and holidays.

To record an alternate greeting

1. From your mailbox, press 6 for greetings, and then press 1 to record an alternate greeting.
2. When prompted for the greeting number press 2 for your next alternate greeting (1 is your default greeting).
3. After your recording is completed, select the active greeting by selecting option 3 in the greetings menu.