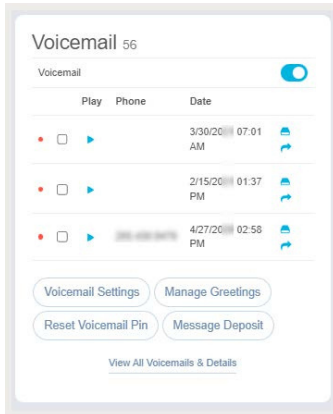


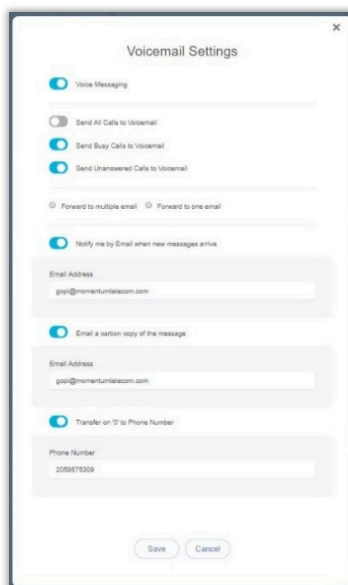
## SETTINGS VIA CLOUD SERVICES PORTAL



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

