

Cisco Systems – IP Phone Quick Reference

Cisco Systems IP Phone – Setting Up Voicemail Service

Use the **Voice Message Service feature** to hear recorded **voice messages** left by **callers** who were unable to speak with you via a connected call.

Setting Up Voice Mail Service

Step 1 Press the **Message button**.  Enter the **default password** & follow prompts.

Step 2 Press **4** for “**Set-up Options.**”

Step 3 Press **1** for “**Greetings.**”

Listed below are the **5 types** of “**Greetings**” that you may setup.

Standard	Close
Alternate	Busy
Internal	

The **currently set voice greeting** will play automatically if you have already **recorded** and **setup** a **voice greeting**. You will be prompted to select the task you wish to do (see **Step 4**).

Step 4 Listed below are the **tasks** that you may perform along with their corresponding **task numbers** and or **asterisk (*)**. Press the appropriate **number** and or **asterisk** to select the task that you wish to perform.

#1	Record/Re-record Voice Greeting
#2	Turn on Alternate Voice Greeting
#3	Edit Other Greetings
#4	Play All Greetings
#0	Access Help
“*”	To Exit

Changing Passwords

Step 1 Press **4** for “**Set-up Options.**”

Step 2 Press **3** for **Preferences.**

Step 3 Press **1** to **change** the **current PIN.**

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Changing Recorded Name

- Step 1** Press 4 for “**Set-up Options.**”
- Step 2** Press 3 for **Personal.**
- Step 3** Press 2 to **change** the **current Recorded Name.**

Transferring Call Settings

- Step 1** Press 4 for “**Set-up Options.**”
- Step 2** Press 4 for **Transfer Settings.** You will automatically hear the **message “Callers are now transferred to the number”** and the **number** where the **calls** are **currently** being **forwarded to.**
- You will then be **prompted** as to whether you would like to **change the transfer setting** so that **1) all calls are re-routed to your voice mail** or **2) to another number (see Step 3).**
- Step 3** Listed below are the **tasks** that you may perform along with their corresponding **task numbers** and or **asterisk (*)**. Press the appropriate **number** and or **asterisk** to select the task that you wish to perform.
- | | |
|----|---|
| #1 | Calls Transferred Directly to Voice Mail |
| #2 | Change the Number That Callers Are Transferred To |