Log into the voicemail by dialing intercom 777 or by pressing the Message button.
Enter your extension number and your password. (Password will be # on initial setup)
Record your name (Initial setup only and for Dial by Name)
After Login your options are:

**1. Record and send a message (Internal only)**
-Press 1 to record and 1 to stop recording
-Press 1 to re-record
-Press 23 to playback
-Press *3 to delete
-Press # to save
-To send your message enter the extension or extensions you wish to send message to and then press #.

**2. Get your Messages:**
-Press 0 to listen
-Press 1 to reply/forward
-Press 3 Pause
-Press 5 rewind
-Press 6 to advance to end
-Press **7 to save message
-Press # to skip the message
-Press *3 to delete

**3. Administer personal greeting:**
-Press 0 to listen to greeting
-Press 1 to create, change or delete a greeting
-Press 3 to activate your recording
-Press # when finished

**5. Personal Options:**
-Press 4 to change your password
-Press 5 to change your name

**6. Out calling Options:**
-Press 1 to configure out calling
-Press 3 to change your out calling number
-Press 6 to turn off out calling
-Press 9 to turn on out calling
-Press *7 to return to menu options.

**Any questions please contact Votacall Support at 781-693-0660**