For Sales and Service please call: 1 (519) 997-3106
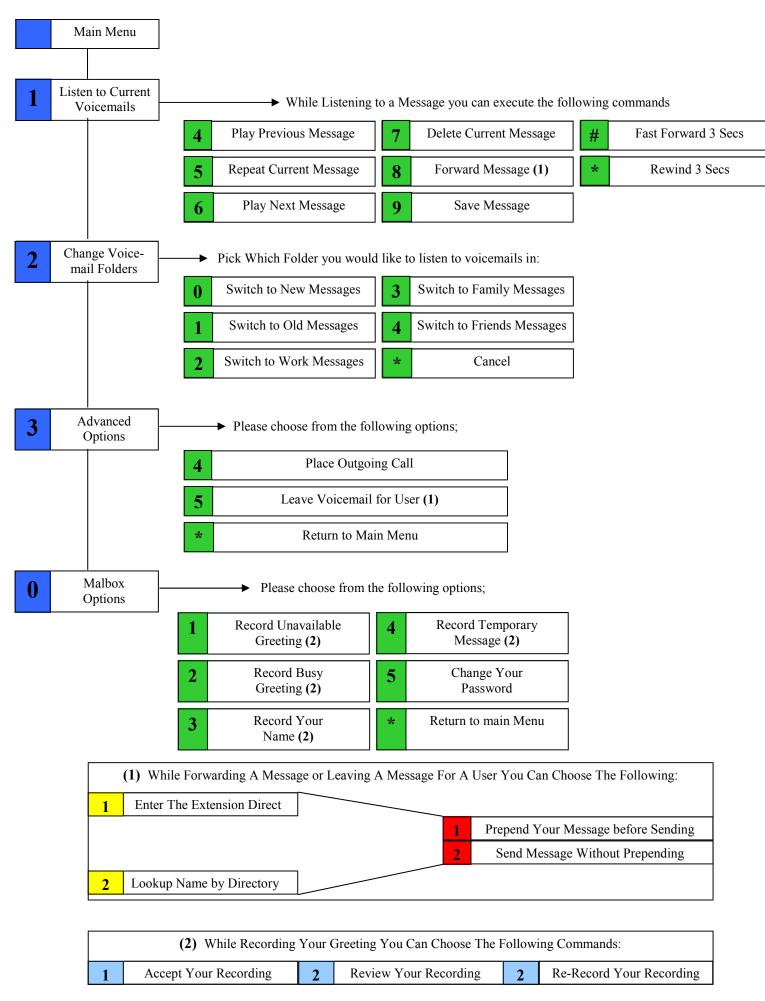
LINQONE

How to Access Your Voicemail
All Options that are checked apply to your specific system

☐ ## Option 1
To check your voicemail from the outside of the office:
1. Dial the office phone number
2. Wiat for the IVR/automated Attendant to answer.
3. Enter * plus your extension number, example:*1622
4. When your voicemail greeting answers press *
5. Enter your voicemail password.

Option 2
☐ **To check your voicemail from the outside of the office:**
1. Call the office phone number.
2. Have the receptionist transfer you to your extension.
3. When your voicemail greeting answers press *
4. Enter your voicemail password.

☐ ## Option 3
To Check Voicemail from your phone:
1. Press the Voicemail/Message button or dial *97 from your phone
2. Enter Your Password

☐ ## Option 4
To Check your Voicemail from a different phone in the office :
1. Dial *98 from any phone
2. Enter your Extension Number
3. Enter your Password

☐ ## Option 5
To Check your Visual Voicemail on Phones with Visual Voicemail :
1. Press the Vociemail Button
2. Enter your password if it ask for your password
3. Use the up/down button to scroll to which voicemail you want to listen to and press the select button. You now have the option of deleting, saving or forwarding the message. Please follow the onscreen buttons for all features of the Visual Voicemail.

1	Main Menu	

1	Listen to Current Voicemails	While Listening to a Message you can execute the following commands

4	Play Previous Message	**7**	Delete Current Message	**#**	Fast Forward 3 Secs
5	Repeat Current Message	**8**	Forward Message **(1)**	*****	Rewind 3 Secs
6	Play Next Message	**9**	Save Message		

2	Change Voice-mail Folders	Pick Which Folder you would like to listen to voicemails in:

0	Switch to New Messages	**3**	Switch to Family Messages
1	Switch to Old Messages	**4**	Switch to Friends Messages
2	Switch to Work Messages	*****	Cancel

3	Advanced Options	Please choose from the following options;

4	Place Outgoing Call
5	Leave Voicemail for User **(1)**
*	Return to Main Menu

0	Malbox Options	Please choose from the following options;

1	Record Unavailable Greeting **(2)**	**4**	Record Temporary Message **(2)**
2	Record Busy Greeting **(2)**	**5**	Change Your Password
3	Record Your Name **(2)**	*****	Return to main Menu

(1) While Forwarding A Message or Leaving A Message For A User You Can Choose The Following:

1	Enter The Extension Direct
2	Lookup Name by Directory

1	Prepend Your Message before Sending
2	Send Message Without Prepending

(2) While Recording Your Greeting You Can Choose The Following Commands:

1	Accept Your Recording	**2**	Review Your Recording	**2**	Re-Record Your Recording

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