Quick User Guide
Voicemail Setup Broadsoft

globalgig

Initial Setup

1. Dial **9** **9** **9** **9** or press the **Messages** button.

2. Wait for the voice prompt for a password.

3. Your default password will be **4** **5** **6** **5** **6** followed by the **#** key.

4. At this point, you must record your name in order to move forward.

5. Then, press ***** to return to the Main Menu and press **1** .

6. Press **2** to record a personalized busy greeting followed by the **#** key.

7. Once complete, press ***** to repeat this step to record your no-answer greeting.

Checking/Receiving Messages

1. Dial **9** **9** **9** **9** or press the **Messages** button.

2. Enter your password followed by the **#** key.

3. Press **1** to listen to your messages.

Main Menu

#	Save Message	**4**	Skip to End of Message
7	Delete Message	**5**	Play Message Envelope
1	Rewind 3 Seconds	**2**	Play or Repeat Messages; Skip Envelope while Playing Messages
2	Pause Playback	**6**	Move to Next Message
3	Fast Forward 3 Seconds	**9**	Hear Additional Options
4	Return to Previous Message	*****	Return to Voice Messaging Menu
6	Skip to Beginning of Message		

Questions? Contact Globalgig Support at 855 483 5474 or support@globalgig.com