# Quick User Guide Voicemail Setup NetSapiens



### **Initial Setup**

- 1. Dial 9 9 9 9 or press the Messages button.
- 2. If prompted to "Please enter your account number" enter your extension.
- 3. Wait for the voice prompt for a password.
- 4. Your default password will be **1 5 9 7 5 3** followed by the **#** key.

#### **Record & Select Your Initial Greeting**

- 1. At Main Menu, select option 6:
- 2. Press 1 to Record Greetings (you can record multiple greetings).
- 3. Record your greeting after the tone and press # when you're finished.
- 4. Back at the Main Menu, select option 3:
- 5. After the prompt, press 1 to select the greeting you just recorded.
- 6. The selected message will play, after which you'll be returned to the Main Menu.

#### Main Menu



Set Current Options



Change Greetings



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

# **Quick User Guide Voicemail Setup NetSapiens**



### **Checking/Receiving Messages**





for New Messages, first message will play followed by the Menu

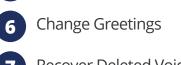


Old Messages



4

Set Call Forwarding



**Recover Deleted Voicemail** 

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