Testing your new extension will insure that your direct number, voicemail and other functions are working as expected. Setting up your voicemail options will provide a professional presentation to your callers.

Setting up your voicemail

Accessing your voicemail:

Pressing the message/voicemail button on the phone will connect you to the voicemail system. You will be prompted to enter your password, which has been set to 1234.

Changing your voicemail password:

Once connected to the voicemail system press option 0 (Zero) in order to get the mailbox options. Now press option 5 to change the password to a number of your choice.

Recording your name:

Once in mailbox options, press 3 to record your name. This is so that the automated message will identify you by name to a caller instead of identifying your extension.

Recording your unavailable message:

Once in mailbox options, press 1 to record your unavailable message.
This is the message that plays when you do not answer your phone.

Recording your busy message:

Once in mailbox options, press 2 to record your busy message.
This is the message that plays when you are on the phone.

Testing

Dial your direct number from your cell phone, if your extension is ringing don't answer, allow the call to go to voicemail and leave yourself a message. The fact that the extension is ringing tells us the number is working properly. While you are in the process of leaving the message
Did the voicemail system say your name and not an extension number?
Did it play your unavailable message?

After Leaving yourself the voicemail:

Did a visual notification on your phone turn on?
Did you receive an email from the voicemail system with the test message?

If your outbound phone number should be different than the company's main number, call your cell phone from your desk and confirm that the number showing as the caller matches your DID number.

If all of the above tests have passed, you are ready to go!