



FlexIP Solutions

Voicemail Configuration

You will need to configure your voicemail box for the new FlexIP Solutions system. This can be done at anytime from the phone that is on your desk.

- 1) Pick up phone at your desk
- 2) Dial (*) + Extension #
- 3) You will be prompted to enter a password, by default your password is your extension #.
- 4) You will be asked to enter a new password-you must enter a new password. If you leave your password as your extension # you will be prompted to change it every time you access your voice mail.
- 5) You will be prompted to record your name, this is what will play when the Company Directory option is chosen from the Auto Attendant.
- 6) You will be prompted to record your unavailable message, this will play when someone leaves you a message.
- 7) You will be prompted to record your busy message, which will play when your phone is in “do not disturb” mode. We recommend the same script for both the busy and unavailable messages.

Your initial setup is now complete. You will be notified of new messages on your phone by a red light appearance on your phone. To check a message, simply hit the “messages” button on the phone or dial (*)+extension. You will be prompted to enter password.