

How to log on to your phone for the first time

1. Pick up the handset and Press the voicemail button on the right hand side of the telephone
2. Key in your extension and password (default password is 123456) followed by the hash key
3. It will then prompt you to enter a new password, password must be at least 6 digits and can't be the same as the previous password
4. At the tone say your name as this is your voicemail message
5. Press the hash button to save the message
6. Once this is done press 731 to assign your extension to this handset, you don't need to listen to all of the recorded messages
7. Hang up the phone