

New User Voicemail Setup

From a Voiceflow Handset:

1. Dial ***97** or press the voicemail button on your handset and enter your PIN (default PIN is **0000**).
2. Press **1** to set up your new mailbox.
3. Press **1** to record for first and last name and press **#**. This name is used throughout the system including for the company directory. Press **2** to save.
4. Press **1** to update your PIN to a personalized 4-digit number and press **#**.
5. Press **1** to change the mailbox No Answer Greeting. Select a number between **1-10** to record a greeting (recommended press **1**, unless you are an advanced user). This is the greeting callers will hear before leaving a voicemail message. Press **#** to stop recording. Press **2** to save.




Accessing Voicemail

From a Voiceflow Handset:

1. Dial ***97** or press the voicemail button and enter your PIN.
2. Press **1** to listen to new messages.

From the Voiceflow (Zoiper) App:

1. Press the voicemail button  and enter your PIN.
2. Press **1** to listen to new messages.

From another extension:

1. Dial ***98** enter your extension number and press **#**.
2. Enter your PIN and press **#**.
3. Press **1** to listen to new message

Voiceflow Voicemail Shortcuts

- 1 – Listen to New Messages
- 2 – Listen to Saved Messages
- 4 – Advanced Options
 - 1 Record Greeting
 - 2 Choose Greeting
 - 4 Record Name
 - 6 Change PIN
- * – Exit Voicemail

