



# How to setup your Trifecta voicemail box

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## From your phone


- Press the messages button on your phone
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new passcode (first time only)
- Press \*
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the \* key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press \*
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.

## From another desk phone

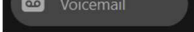

- Press the messages button on the phone (or dial 1000)
- Press \* when prompted to enter the passcode
- Enter your extension number
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press \*
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the \* key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press \*
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.



## From Webex (Mobile)

- Press the voicemail button within the Dialpad  (or dial \*62)
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press \*
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the \* key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press \*
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.

## From Webex (Desktop)

- Select the voicemail tab within Webex 
- Press the voicemail button  (Or alternatively dial \*62 in the dial pad)
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press \*
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the \* key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press \*
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.