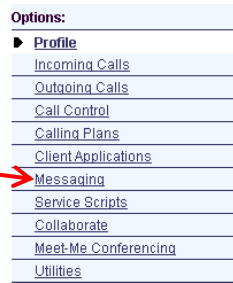


Changing User Portal Passwords & Voicemail PINS

Go to User Portal of Individual

Left side Menu - Messaging



Under Basic – Go to Voice Management

Voice Management - On

Record messages for calls that are not answered within a specified number of rings or for busy calls.

Voice Messaging: ON

(This should be on if the user needs a voicemail box)

When a Message Arrives:

Check: User Unified Messaging & User Phone Message Waiting Indicator

Voice Management

Voice Management allows you to specify how to handle your messages. Use Unified messaging if you want to use your phone to retrieve messages. You can also just choose to send the message to your e-mail and not use the phone for messaging. Note that the message settings here also apply to other types of messaging such as fax if enabled.

OK Apply Cancel

Voice Messaging: On Off

Send All Calls to Voice Mail

Send Busy Calls to Voice Mail

Send Unanswered Calls to Voice Mail

When a message arrives...:

Use unified messaging [Advanced Settings \(Also saves current screen data\)](#)

Use Phone Message Waiting Indicator

Forward it to this e-mail address:

Additionally...:

Notify me by e-mail of the new message at this address

E-mail a carbon copy of the message to

Transfer on '0' to Phone Number

OK Apply Cancel

Additionally:

Turning on UM (Unified Messaging)

Voicemail to Email – Check Box

Type email address in space provided

Click **APPLY**