

Access the Voice Portal *62

You can access your personal voice portal using your own phone or another phone.
To log in, dial one of the following:

- Group voice portal number/extension
- Location code/extension
- Enterprise voice portal number/extension (if enabled)

Your administrator provides you with the phone number/extension for the group and/or enterprise voice portals. (This guide refers to both as the voice portal number/extension.)

NOTE: Your voice portal may be configured with keypad numbers and menus different from those listed on this card. If so, for more information, see your group administrator.

First Log in With Voice Portal Wizard

Dial your phone number/extension or the voice portal number/extension, and then:

1. If requested, enter your phone number.
2. Enter a new passcode at the (voice portal wizard) prompt.
3. Re-enter your passcode at the prompt.
4. Record your name at the prompt.
5. Press #.

Log In

Dial your phone number/extension, and then:

From your own phone:

1. Enter the correct passcode to reach the Voice Messaging Main Menu.
2. At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From your own phone with auto login enabled:

- At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From a phone other than your own:

1. Press * during your outgoing greeting to reach the login prompt.
2. Enter the correct passcode to reach the Voice Messaging Main Menu.
3. At the Voice Messaging menu, press * to reach the Voice Portal Main Menu.

Dial the voice portal phone number/extension, and then:

From your own phone:

- Enter the correct passcode to reach the Voice Portal Main Menu.

From your own phone with auto login enabled:

- Select a menu item from the Voice Portal Main Menu.

From a phone in your group other than your own:

1. Press * during the greeting to reach the Voice Portal login prompt.
2. Enter your phone number/extension. †
3. Enter the correct passcode to reach the Voice Portal Main Menu.

From a phone outside of your group:

1. Enter your phone number/extension. †
2. Enter the correct passcode to reach Voice Portal Main Menu.

From a phone outside of your group with auto login enabled:

- Enter your phone number/extension to access the Voice Portal Main Menu. †

† Option: If your administrator allows it, enter your number including the area code or a voice mail alias followed by the pound key #.

Voice Portal Main Menu

1	Access Voice Messaging†
3	Record Personalized Name
4	Change Call Forwarding Options†
	Route Call to External Device (optional)
6	Make Calls†
7	Access Hoteling†
8	Change Passcode
9	Exit
#	Repeat menu

† These options are provided only if their services have been assigned to you.

Voice Messaging

1	Play Messages (see Play Messages table that follows)
3	No Answer Greeting Menu (see No Answer Greeting that follows)
5	Compose Message Menu (see Compose Message that follows)
7	Delete All Messages
	Passcode (optional)
	Personalized Name (optional)
*	Return to previous menu
#	Repeat menu