PERSONAL VOICE PORTAL

Access the Voice Portal

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

- Your phone number/extension
- 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, please see your group administrator for more information.

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 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.[†]

Reply to Message

3 Send reply

current reply

current reply

ar urgent indicator