



## Siemens Hipath Voicemail Guide





#### Accessing your mailbox

- Dial (555).
- The mailbox will respond and ask you to enter your password, as default this will be set to (1234).
- On entering the correct password, the mailbox informs you of its current status.

#### Accessing your mailbox externally

- Call your Direct Dial Number.
- When you hear your greeting, press (\*) followed by your password.
- The system might ask you for your mailbox number, if so enter your extension number or group number.

#### Navigating through your mailbox

- 1 = Scroll back an option.
- 2 = Repeat message.
- 3 = Scroll forward an option.
- 8 = Change from day greeting to night greeting.
- 0 = Delete message, change settings and start recording.

#### Changing your greeting

- Gain access to your mailbox by following the above.
- Press the (3) key twice until you hear the system indicating '*first greeting*' or '*day greeting*'.
- The system will repeat your current outgoing message. As default this will say '*This is the voice mailbox of extension 11*'.
- Press the (0) key to start your recording.
- When you finish your recording, Press (#).
- To check your greeting dial your ext from another ext this allows you to hear what your mailbox sounds like to other callers.

#### Changing your password

If you would like to change your password, proceed as follows:

- Gain access to your mailbox by following the above.
- Scroll through the mailbox using the (3) key until you hear the system indicating '*password for mailbox quires 1234*'.
- Press the (0) key to change your password.
- Enter your new 4 digit code.

***Memorise your password as this is the only code that will allow you access to your mailbox!***