

Checking Your Voicemail

On the Polycom Office Phone

1/1/2012

Courtesy of Brenda Ward

Checking Your Voice Mail

Press * 99

Enter 4 zeros as your password: 0000

Press 1 to check new messages

Follow voice prompts to retrieve your messages

Press 3 for advanced options

Press 4 listen to previous message

Press 5 to repeat current message

Press 6 to play the next message

Press 7 to **DELETE** the message

Press 8 to **forward** message to another user

Press 9 to **save** the message

Press 8 for Help

Press # to Exit

Press 2 to change folders – follow voice prompts

You can create different folders to store your messages

Press 3 for advanced options – follow voice prompts

Press 0 for mailbox options – follow voice prompts

Press 1 to record your personal greeting

Press 2 to listen to your recording

Press 1 to accept your recording

Press 2 to record your busy message

Press 3 to record your name ---- **Do this today**

Press 4 to manage your temporary message

Press 5 to change your password

Press * for help

Press # to exit

Recording Your Personal Unavailable Greetings

Your primary or alternate greeting is played to callers when they reach your mailbox.

Press * 99

Enter 4 zeros as your password: 0000 (if you have not already changed your password)

Listen to prompts.... And press zero

Press 0 **for mailbox options** – follow voice prompts

Press 1 to record your Unavailable personal greeting ---- do this today

Press 2 to listen to your recording

Press 1 to accept your recording

Press 2 to record your busy message

Press 3 to record your name ---- Do this today

Press 4 to manage your temporary message

Press 5 to change your password

Example of Greetings that you can use or you can create one of your own.

Hello, you have reached _____ in the (Human Resource Dept. for Athens ISD)

I am either on another line or away from my desk and cannot take your call at this time. If you will leave your name, phone number and a detailed message I will return your call as soon as possible. Thank you.

Hello, this is _____. I am either on another line or away from my desk and cannot take your call at this time. Please leave a detailed message and I will return your call as soon as possible. Thank you.

Hello, this is _____ PEIMS Coordinator for Athens Independent School District.

I am not available to take your call right now. If you would like to leave a brief message I will get back with you as soon as possible. Thank you and have a great day!

Hello, you have reached the desk of _____ in the _____ office of Athens Independent School District. Please leave your name and number I will get back with you as soon as possible.