

How to Setup Your Trifecta Voicemail Box

From Your Desk Phone

- Press the messages button on your phone
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new passcode (first time only)
- Press *
- You will be prompted to record your name. This is used for the automated directory and default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (*after* pressing 1 to access your mailbox) to change your Busy Greeting (used when all of your lines are busy) to one that is more personalized -- if desired. The system default Busy Greeting will play your previously recorded name and say you are busy and cannot take their call.
- When done, press *
- Press 3 (*after* pressing 1 to access your mailbox) to change your No Answer Greeting (used when your phone rings and is not answered) to one that is more personalized -- if desired. The system default No Answer Greeting simply plays your recorded name and states that you are unavailable to take their call.

From Another Desk Phone

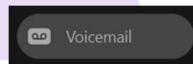
- Press the messages button on the phone (or dial 1000)
- Press * when prompted to enter the passcode
- Enter your extension number
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press *
- You will be prompted to record your name. This is used for the automated directory and system default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (*after* pressing 1 to access your mailbox) to change your Busy Greeting (used when all of your lines are busy) to one that is more personalized -- if desired. The system default Busy Greeting will play your previously recorded name and say you are busy and cannot take their call.
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From Webex (Mobile)



- Press the voicemail button within the Dialpad (or dial *62)
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press *
- You will be prompted to record your name. This is used for the automated directory and system default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (*after* pressing 1 to access your mailbox) to change your Busy Greeting (used when all of your lines are busy) to one that is more personalized -- if desired. The system default Busy Greeting will play your previously recorded name and say you are busy and cannot take their call.
- When done, press *
- Press 3 (*after* pressing 1 to access your mailbox) to change your No Answer Greeting (used when your phone rings and is not answered) to one that is more personalized -- if desired. The system default No Answer Greeting simply plays your recorded name and states that you are unavailable to take their call.

From Webex (Desktop)



- Select the voicemail tab within Webex
- Press the voicemail button  (Or alternatively dial *62 in the dial pad)
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press *
- You will be prompted to record your name. This is used for the automated directory and default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (*after* pressing 1 to access your mailbox) to change your Busy Greeting (used when all of your lines are busy) to one that is more personalized -- if desired. The system default Busy Greeting will play your previously recorded name and say you are busy and cannot take their call.
- When done, press *
- Press 3 (*after* pressing 1 to access your mailbox) to change your No Answer Greeting (used when your phone rings and is not answered) to one that is more personalized -- if desired. The system default No Answer Greeting simply plays your recorded name and states that you are unavailable to take their call.