



Below are the instructions for setting up your email to use the voicemail transcription service.

1. Login to your Momentum corporate telephone account at [www.mydigitalservices.com](http://www.mydigitalservices.com), using your unique login credentials, and input your email address and check the activate checkbox in the Voicemail-to-Text Transcription settings.
  - a. If you want to continue receiving voicemails from the server, where you can listen and save them via your desk/mobile phone or Momentum Messenger, like you do today, but start receiving a voicemail-to-text transcription copy on your email, select "Use Unified Messaging" and enter the email address `vm2text@mydigitalservices.com` — **see fig 2**.
  - b. If you want voicemail-to-text to be your only option for checking voicemail, where no messages will be delivered to the voicemail storage server, select "Forwarding to this Email Address" and enter the email address above — **see fig. 3**.
2. Next, set your voicemail settings to forward to `vm2text@mydigitalservices.com`

Fig. 1

Fig. 2

Fig. 3

Please contact support if you have any questions or need assistance configuring your voicemail-to-email settings in the Subscriber Portal – [www.mydigitalservices.com](http://www.mydigitalservices.com). If you do not remember your login credentials to the Subscriber Portal, click [Forgot Password?](#) (**see fig. 4**). It will ask for your username. If you do not receive an email with your password, you likely do not have a recovery email address setup, so please contact customer support.

Fig. 4