SETUP

1. Sign into the **Voice Services Portal** website. E.g.: https://portal.momentumtelecom.com/
2. Review and manage your Voicemails and Voicemail *settings* in the Voicemail card on the Dashboard.
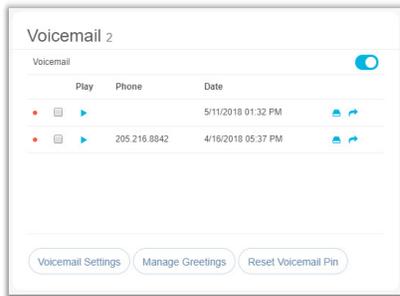
A   Manage Greetings - Click this button to select from your stored .wav file greetings and Save.

B   Reset Voicemail PIN - Click on this button to reset a forgotten access PIN to **8642** (default)

C   Voicemail Settings - Click this button to enable and define the voicemail features you wish to use.
   ➢ Enter any information required by your selections (emails, phone numbers, etc.).
   ➢ Click Save to submit the changes, return to the dashboard, and begin using the new Voicemail settings.
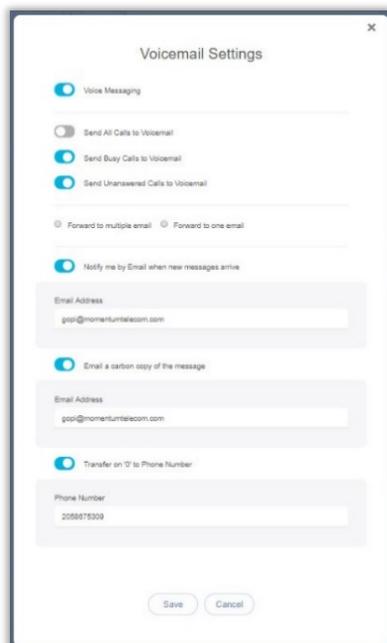
USE

A   Dial In

Voicemail Line | Polycom Phone

1. Press the **Messages** key ✉ or Dial ***98**
2. Enter the 4-digit Passcode and press **#**.
   (Initial/Default Passcode = 8642 and may be made permanent or changed at any time.)

Internal Network Line

1. Dial the Extension of the line used for Voicemail.
2. Press the star ***** key when the Voicemail greeting begins.
3. Enter the 4-digit Passcode and press **#**.

External Line

1. Dial the 10-Digit Phone Number of the line used for Voicemail (and enter the extension, as needed if prompted).
2. Press the star ***** key when the Voicemail greeting begins.
3. Enter the 4-digit Passcode and press **#**.

B   Press [1] to Access Voicemail

Or select an alternate action option from the menu offerings when prompted:

[**3**] Greetings menu (management)
[**5**] Record a New Announcement
[**8**] Change the Passcode
[**9**] Exit
[**#**] Repeat the Menu

C   Voicemail Management Menu Options

[**1**]   Listen to Messages (options to save, delete, and forward each voicemail message become available when this option is selected)
[**2**]   Change the Busy Greeting
[**3**]   Change the No Answer Greeting
[**5**]   Compose and send a new message
[**7**]   Delete all voicemail messages
[*****]   Go to CommPilot voice portal
[**#**]   Repeat the menu