



Hosted VoIP Voicemail

Managing Voicemail




The setup and maintenance of your voicemail box is an important part of your phone system. You can access voicemail at the office, at home, or on the road as explained below.

Be sure you have your voicemail PIN (password) on hand, as this is required for access. If you do not know your voicemail PIN, contact your system administrator or Telesystem to change it.

From your Telesystem VoIP desk phone:

- Use the Message key on your device to access the voicemail system. If applicable, follow the screen prompts to choose a specific line before connecting to its voicemail box.
- When prompted, enter your PIN then follow the prompts to manage your voicemail.




From an external phone:

- Call 567-661-0003 
- Enter your mailbox number followed by #
- When prompted, enter your PIN then follow the prompts to manage your voicemail.



From your Telesystem UC-One desktop application:

- Select the Dialpad
- Input your own extension or phone number in the *Start new call* field then call it from the phone or app
- When prompted, enter your PIN then follow the prompts to manage your voicemail.



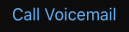
From your Telesystem UC-One mobile application:

- Tap Menu 
- Tap  Voicemail
- Tap More 
- Tap [Call Voicemail](#)
- When prompted, enter your PIN then follow the prompts to manage your voicemail.

From your Telesystem UC with Webex desktop application:

- Select the voicemail section 
- Select the call voicemail button near the top middle of the screen  to initiate the voicemail call
- When prompted, enter your PIN then follow the prompts to manage your voicemail.

From your Telesystem UC with Webex mobile application:

- In the **Calling** tab, tap Dial 
- Tap  Keypad
- Tap  Call Voicemail
- When prompted, enter your PIN then follow the prompts to manage your voicemail.

Other notes about voicemail:

- *Voicemail passwords must be 4-8 digits long.*
- *Voicemails will automatically be deleted after 30 days unless they are archived.*
- *By default, voicemail notifications will be sent to your phone (desk or UC). If you would like to have voicemails sent to your email, please contact Telesystem.*
- *The feature availability of voicemail and the UC application depend on the features deployed on your account. For questions about your account, please talk with your system administrator.*