

Alcatel Omni PCX personal Voicemail setup. (release 10 and upwards software)

Note: A mailbox has to be created by your phone system Administrator or Installer.

The Envelope key on your handset will flash.

Press the Envelope Key the system will then prompt as follows.

“You’re connected to Voice Mailbox, You will be asked to enter your Personal Settings. Please enter your password.”

At this stage you need to enter the default user password, your supervisor or the system Installer will be able to give you the default password.

Enter the default password, you will then be prompted to enter a new password (4 or 6 digits).

“Please enter your new password”

After entry the system will read back the password and ask for confirmation. ***“Your password is xxxxxx To confirm press hash to cancel press star.”*** Press the # key or the OK button to confirm.

The system will then prompt you to record your name. ***“Please record your name now. Please speak after the tone and press hash when you have finished.”***

Note that this process is simply to record your name and NOT your greeting message.

Once you have set your Password and recorded your name the Envelope key will no longer be flashing.

You can then follow through and record your Mailbox greeting and set your phone to access the Voicemail without entering a password each time IF DESIRED.

To record your personal greeting, use the following procedure.

◀ (left Scroll to the Menu Tab)

Settings

Mailbox

Perso Message (you can also use the Down Scroll to access and re-record your name)

Record (e.g. “hello this is John Smith, I’m not able to take your call right now, please leave your name and number after the tone and press hash when you have finished”.)

Listen

OK to confirm (if you don’t your greeting won’t be saved)

Once your mailbox is setup use the following procedure to enable access without password from your handset only. Note Password will still be needed if accessing your mailbox from another handset.

Envelope Key

Down Scroll

Config

Auth

Off (To re-enable set Auth to on.)

OK

To access your personal mailbox from another extension.

Dial 500 (in some cases Voicemail access will be another number)

The System will then prompt "Please enter mailbox Number"

Enter your extension Number e.g. 115

Enter Password

Follow the prompts to retrieve your messages.