

Quick User Guide

Voicemail Setup NetSapiens



Initial Setup

1. Dial **9 9 9 9** or press the **Messages** button.
2. If prompted to "Please enter your account number" — enter your extension.
3. Wait for the voice prompt for a password.
4. Your default password will be **1 5 9 7 5 3** followed by the **#** key.

Record & Select Your Initial Greeting

1. At Main Menu, select option 6:
2. Press **1** to Record Greetings (you can record multiple greetings).
3. Record your greeting after the tone and press **#** when you're finished.
4. Back at the Main Menu, select option 3:
5. After the prompt, press **1** to select the greeting you just recorded.
6. The selected message will play, after which you'll be returned to the Main Menu.

Main Menu

- | | |
|------------------------------|------------------------------------|
| 1 New Messages | 5 Set Current Options |
| 2 Old Messages | 6 Change Greetings |
| 3 Send Messages | 7 Recover Deleted Voicemail |
| 4 Set Call Forwarding | |

Questions? Contact Globalgig Support at 855 483 5474 or support@globalgig.com

Checking/Receiving Messages

Select **1** for New Messages, first message will play followed by the Menu

- | | |
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