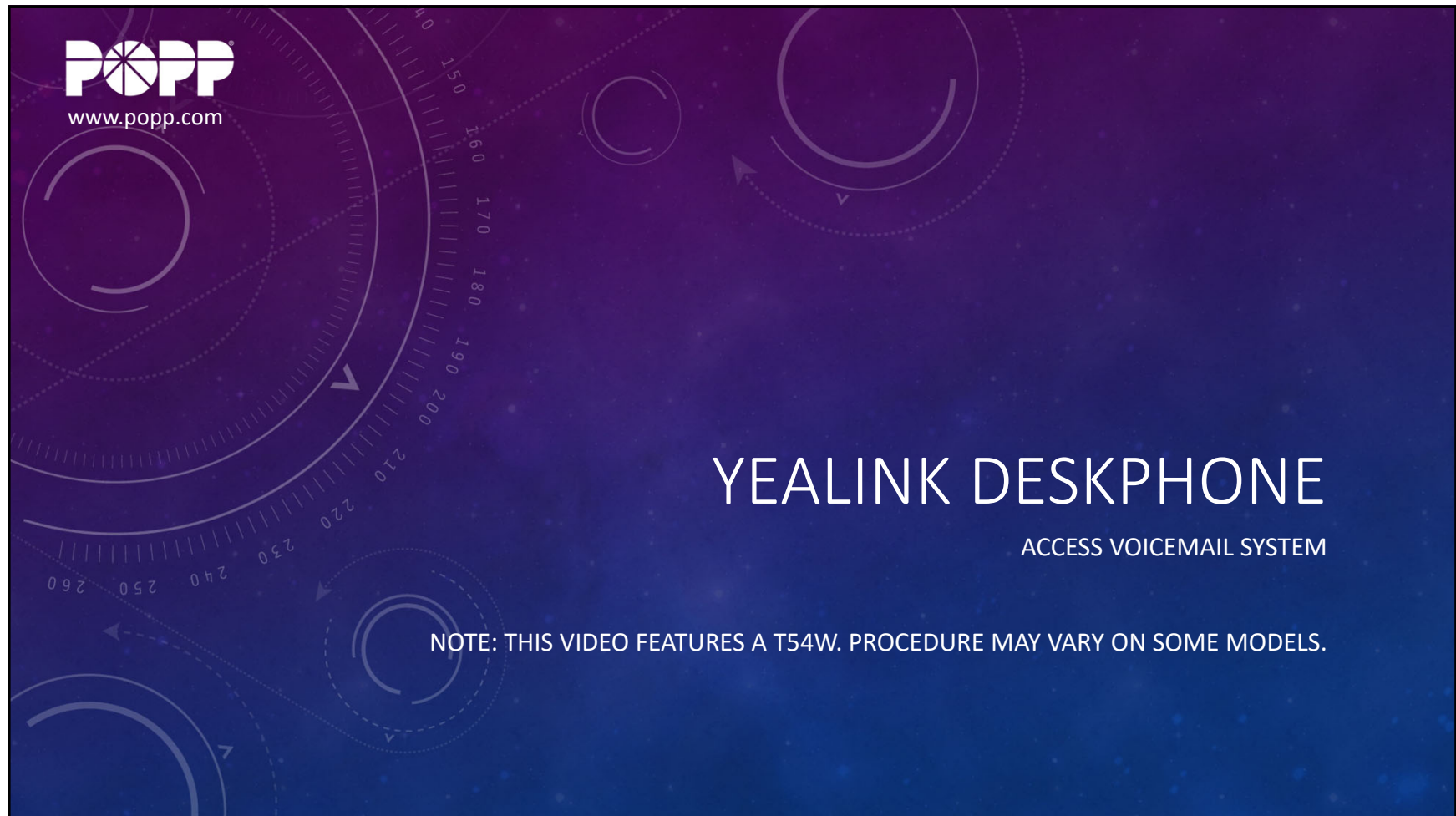






## YEALINK DESKPHONE VOICEMAIL USE AND SETTINGS - INTRODUCTION







## YEALINK DESKPHONE ACCESS VOICEMAIL SYSTEM

- To access the voicemail system from your deskphone:
  - Dial [\*15]
  - Enter your [PIN]
  - Press [#]

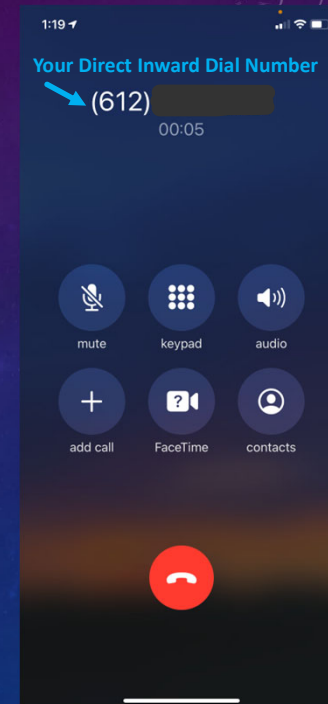






## YEALINK DESKPHONE ACCESS VOICEMAIL SYSTEM

- To access the voicemail system remotely:
  - Call your [Direct Dial] number
  - Dial [\*] when your greeting plays
  - Enter your [PIN]
  - Press [#]
- You will receive your PIN from your POPP representative

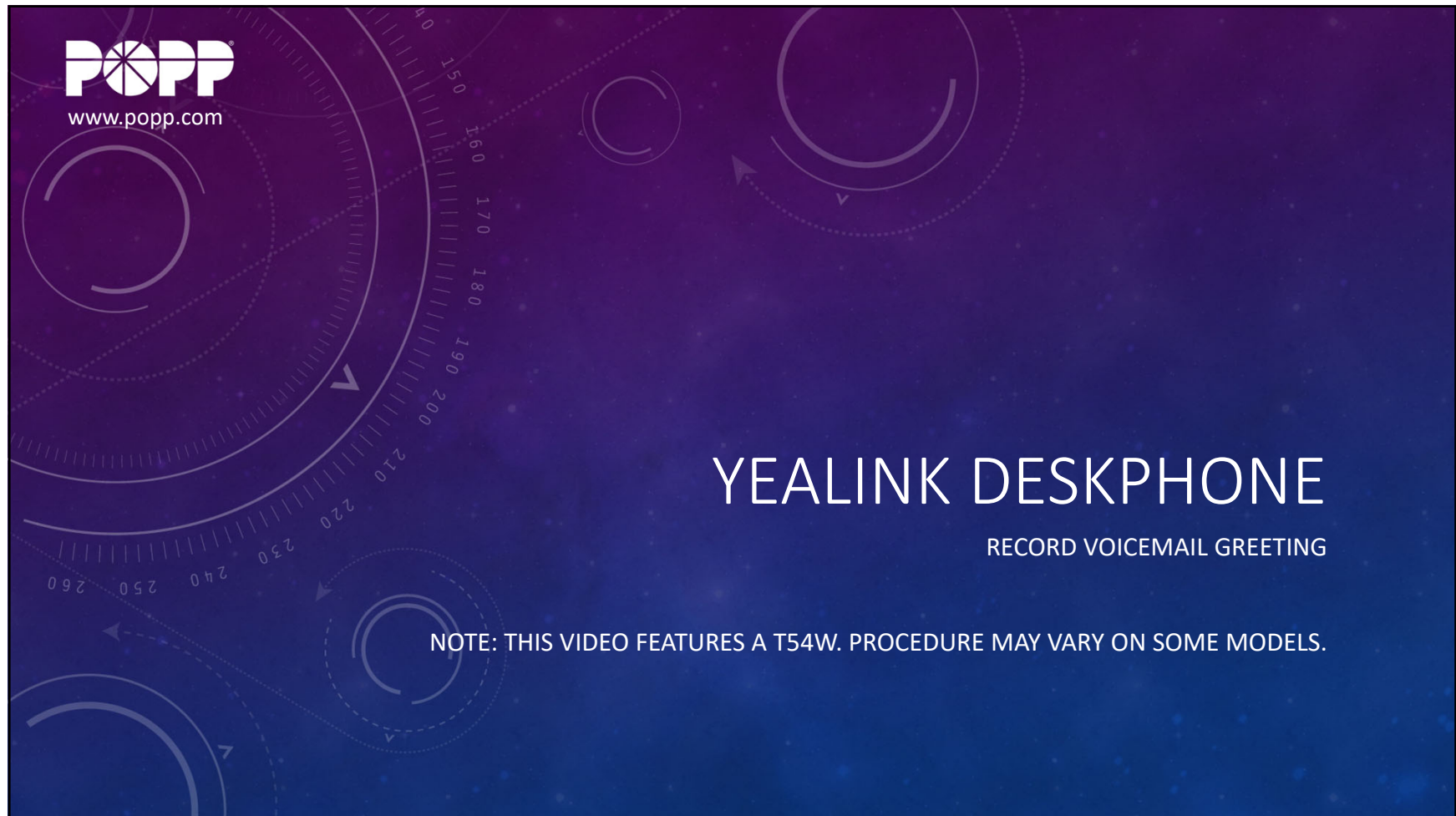




## YEALINK DESKPHONE ACCESS VOICEMAIL SYSTEM

For more training videos, visit  
[www.popp.com/support](http://www.popp.com/support)







## YEALINK DESKPHONE RECORD VOICEMAIL GREETING

- To record or change your voicemail greeting:
  - Log in to the voicemail system
  - Follow prompts and press [3], [1], [1]







## YEALINK DESKPHONE RECORD VOICEMAIL GREETING

- After listening to the prompts:
  - Press [1] to record or re-record your greeting
  - Record your personal greeting
  - Press [#]
  - Press [1] to save

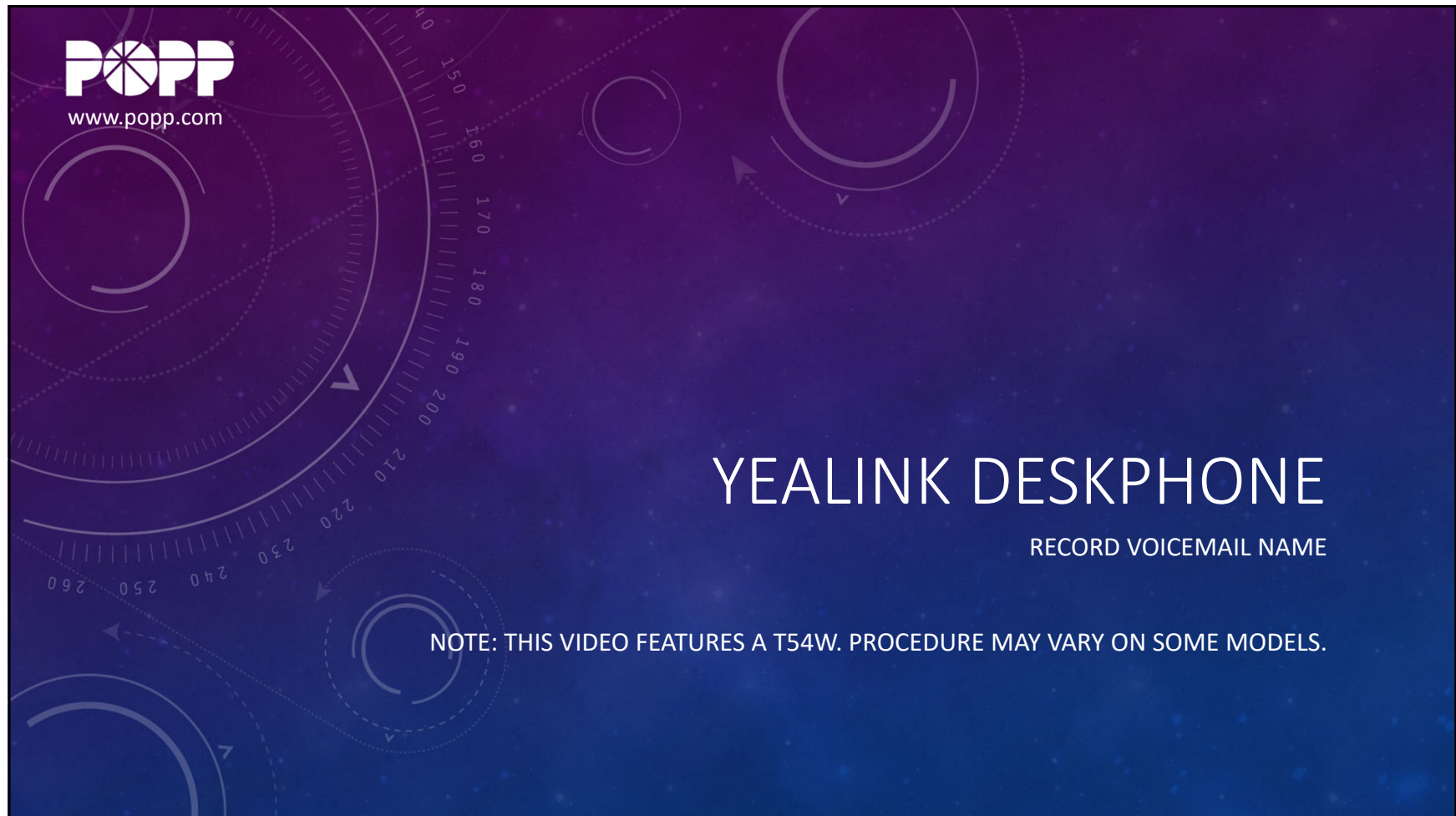




## YEALINK DESKPHONE RECORD VOICEMAIL GREETING

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## YEALINK DESKPHONE RECORD VOICEMAIL NAME

- To record your name, from the main menu:
  - Press [3], [3], [2], [1]
  - Record your name
  - Press [#]
  - Press [1] to save



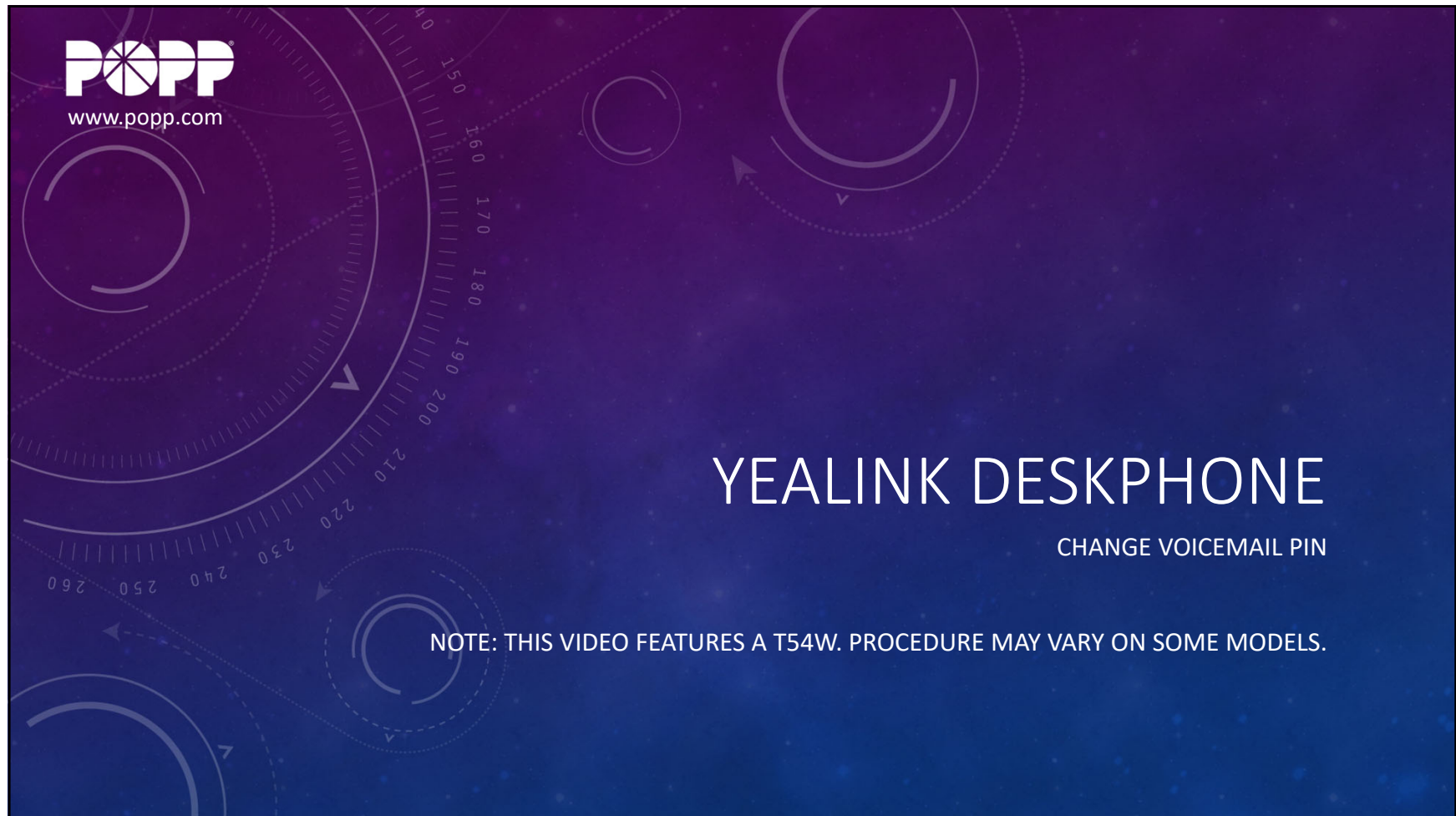




## YEALINK DESKPHONE RECORD VOICEMAIL NAME

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## YEALINK DESKPHONE CHANGE VOICEMAIL PIN

- To change your PIN, from the main menu:
  - Press [4], [3], [1]
  - Enter your new PIN (4-20 digits)
  - Press [#]

**Note:** Your PIN cannot contain a sequence, a single digit repeated more than twice, or any part of the mailbox number







## YEALINK DESKPHONE CHANGE VOICEMAIL PIN

For more training videos, visit  
[www.popp.com/support](http://www.popp.com/support)









## YEALINK DESKPHONE VOICEMAIL INDICATOR

- When a voicemail is left in your voicemail box:
  - The voicemail indicator light will flash
  - The phone will display an envelope icon
  - The number of messages will display

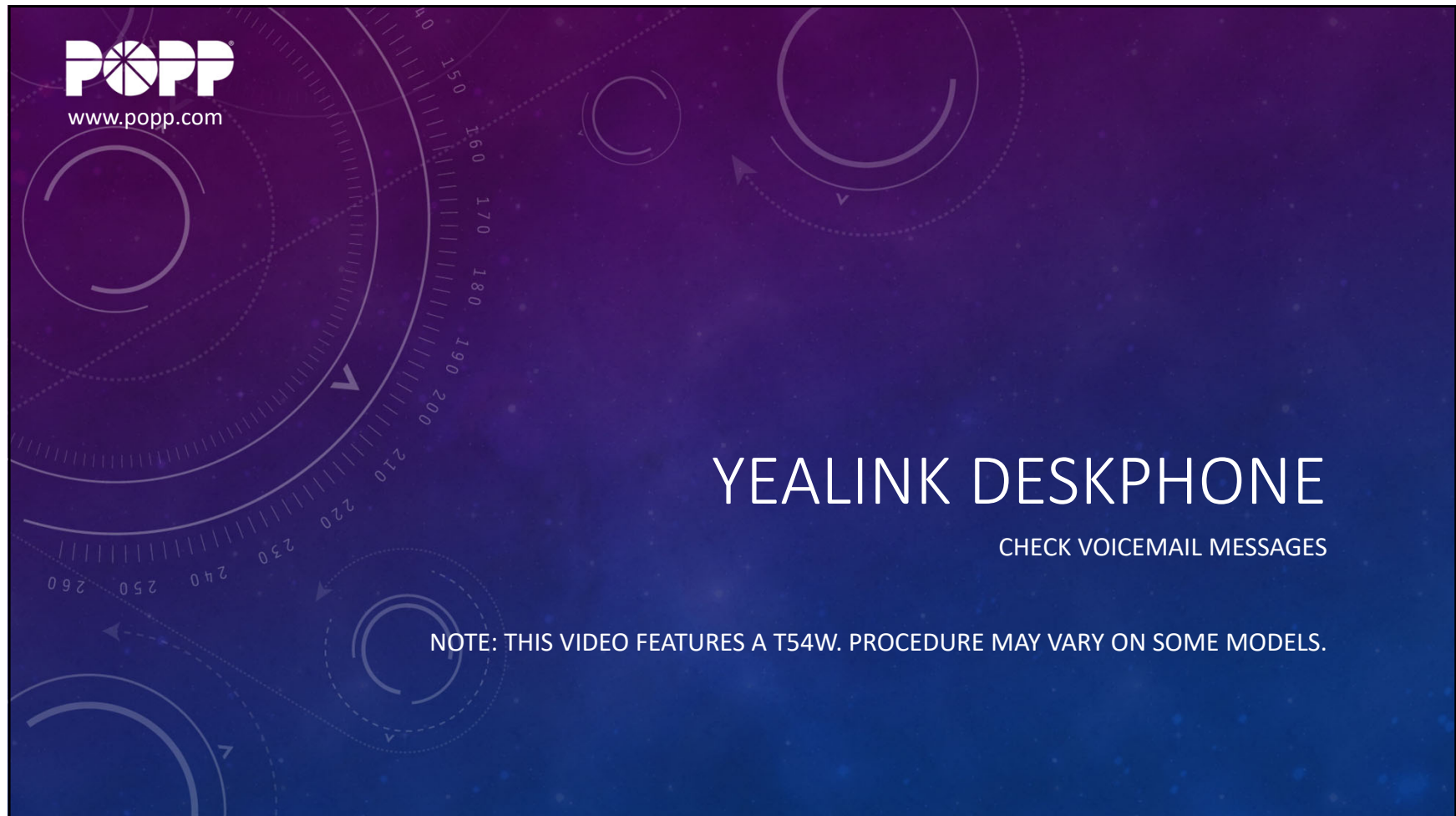




## YEALINK DESKPHONE VOICEMAIL INDICATOR

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## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

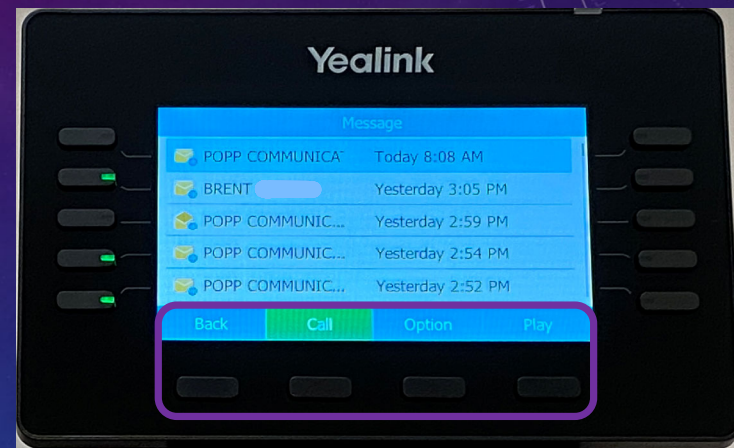
- Your phone is equipped with visual voicemail
- To check messages from your deskphone:
  - Press the [Envelope] button
  - No PIN number is required





## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

- A list of voicemail messages will display
- Play and manage your messages using your phone's softkey options





## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

- Use the navigation keypad to scroll through the list

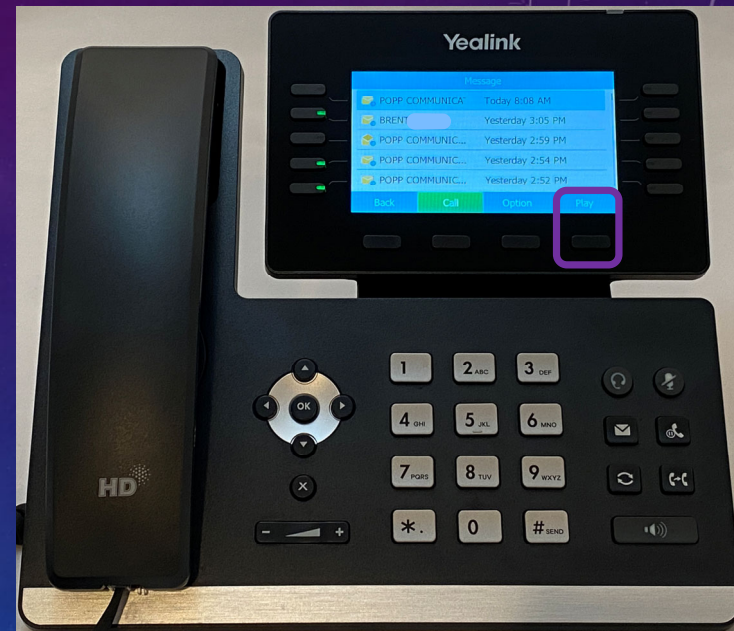






## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

- To play a message, press the [Play] softkey

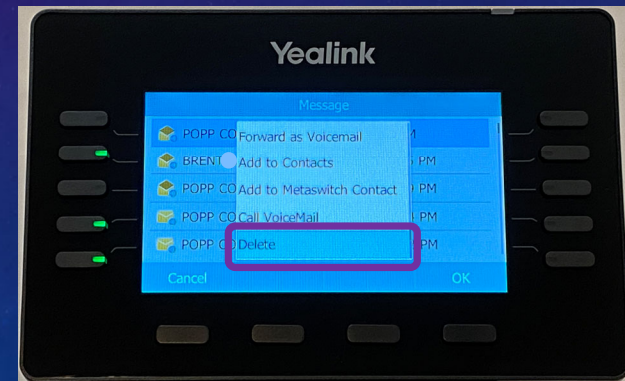
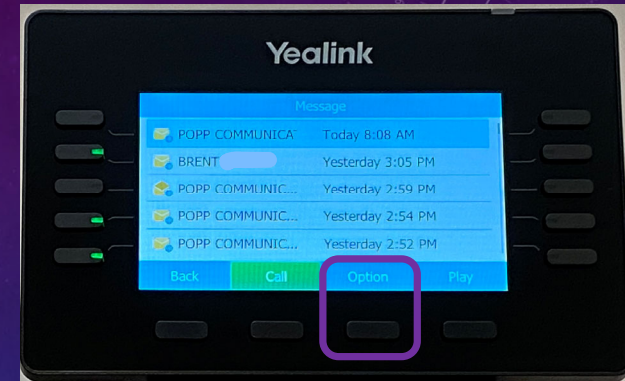






## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

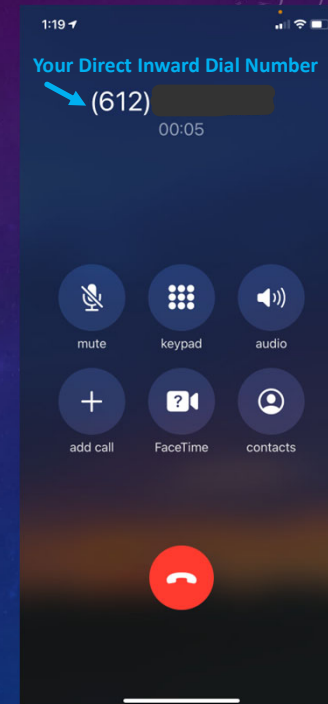
- Press the [Option] softkey for more options
- To delete a message, scroll down to select the Delete option
- Press the [OK] softkey





## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

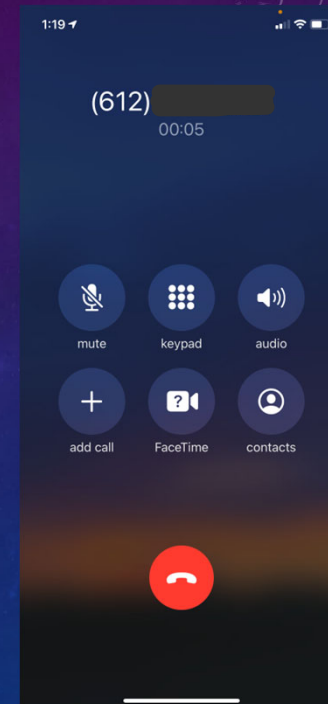
- To check messages remotely:
  - Log into the voicemail system (Call your Direct Dial number, press \* during greeting, and enter PIN)
  - Press [1] to retrieve messages
  - Listen to message
  - Follow prompts for message handling options





## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

- Common message handling options are:
  - Press [1] to replay
  - Press [2] to save
  - Press [3] to delete
  - For more options, refer to the voicemail user guide found at [www.popp.com/support](http://www.popp.com/support)





## YEALINK DESKPHONE CHECK VOICEMAIL MESSAGES

For more training videos, visit  
[www.popp.com/support](http://www.popp.com/support)

