

# NetVanta 7000 Series Voicemail

## Quick Reference Guide



### Log into Voicemail

#### To log in from your own phone

1. Press the **Messages** button on your phone.
2. Enter your password, and then press #.  
(Default password is **1234**.)

#### To log in from another phone or access remotely

1. Dial your voicemail system access number.  
Access number: \_\_\_\_\_ (Default is **8500**.)
2. Enter your extension and then press #.
3. Enter your password and then press #.

### Set Up Voicemail

1. Log into your voicemail system and follow the voice prompts.
2. Press **1** to record your first and last name.

### Change Voicemail Password

1. Log into your voicemail system.
2. Press \* to access the Main Menu.
3. Press **4** for Mailbox Options.
4. Press **2** for Administrative Options.
5. Press **1** to change the password.
6. After the tone, enter your new four-digit password and press #.
7. Press \* to return to Mailbox Option.

### Record Standard Greeting

1. Log into your voicemail system.
2. Press \* to access the Main Menu.
3. Press **3** to access the Greetings Menu.
4. Press **1** to access the Standard Greetings options.

### Listen to Messages

1. Log into your voicemail system.
2. Press **1** to listen to your messages.  
(If Auto Play is enabled, the Main Menu options will be skipped, and messages will play based on the date and time of arrival.)
3. Press **1** to skip the date/time and go directly to the message.

