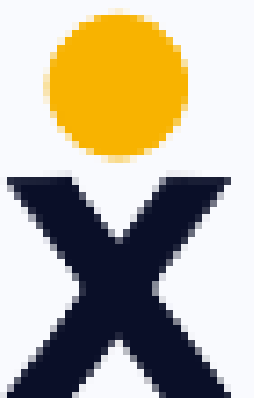


Setting up your Individual Voicemail

From a Poly Phone:

1. Pick up the handset or from the Nextiva App
2. Dial *86 to access the voicemail system.
3. When prompted, enter your PIN (the default is 0000).
4. The system will ask you to create a new 4-digit PIN — enter your personalized PIN.
5. Next, record your name, then press # to confirm.
6. Press * to confirm your setup.
7. To record your No Answer Greeting (the message callers hear before leaving a voicemail):
8. Press 3 for Greetings Options.
9. Press 1 to Record a New Greeting.
10. Record your message, then press # to stop recording.
11. Follow the prompts to save or re-record your greeting.





Team Voicemail

1. Dial *86 from any Nextiva Phone: Device, or Desktop App, Mobile App
2. When you hear “Welcome to your Voice Messaging system ,” immediately press the Star * Key
3. You will be prompted to enter the Mailbox ID, Enter the mailbox ID followed by the # Pound Key
4. Enter your PIN (default PIN is 0000)
5. Update your PIN to a personalized 4-digit number, and then record your name and press #
6. You will hear: If you are satisfied with your greeting, please press * to confirm.
7. Then press 3 to change the mailbox greeting to the No Answer Greeting.
8. This is the greeting callers will hear before leaving a voicemail message.

