


	Connect and Activate Your Phone	Customize Your Phone and User Features	Change Your Password	Set Up Your Call Coverage	Set Up Your Voice Mail	Access Voice Mail Remotely
Need:	<ul style="list-style-type: none"> •Phone and Power Cord •Ethernet Cable •Your Extension and PIN 	<ul style="list-style-type: none"> • A Web browser • Web Interface URL • Your Extension and PIN 	<ul style="list-style-type: none"> •Access to the Web Interface 	<ul style="list-style-type: none"> •Access to the Web Interface 	<ul style="list-style-type: none"> •Access to your activated phone. 	<ul style="list-style-type: none"> •Your phone number or extension •Voice mail password
Steps:	<ol style="list-style-type: none"> 1. Disconnect your computer from the LAN. 2. Connect the Ethernet cable to the LAN, and to the phone port labeled:  3. Connect the computer to the phone port labeled PC. 4. Connect the power cord to the phone, and plug into a power outlet. 5. When the phone boots up, press the button below the word "Activate." 6. Enter your extension and PIN. 7. Press the button below the word "Enter." <i>Your phone is now active.</i> 	<ol style="list-style-type: none"> 1. In a browser, enter Web Interface URL. 2. When the Login screen appears, enter your extension and PIN. 3. The User window appears. 4. Select My Settings on the left-hand frame to see the user actions available to you. <i>You may now customize your personal settings.</i> 	<ol style="list-style-type: none"> 1. Select My Settings. 2. From the menu appearing in the main frame, select Change my PIN. 3. A window will pop up. Follow the on-screen instructions. 4. Save your changes. <i>Your new PIN is now active for both web access and phone login.</i> 	<ol style="list-style-type: none"> 1. Select My Settings. 2. From the menu appearing in the main frame, select View and edit call coverage options. 3. The main frame will present you with the call coverage options. Follow the on-screen instructions. 4. Save your changes. <i>Your Call Coverage is now set.</i> 	<ol style="list-style-type: none"> 1. Press the Message button on your set. 2. Follow the spoken instructions to set up your voice mail password and your greetings. <i>Your Voicemail is now set up. See other side for additional details.</i> 	<ol style="list-style-type: none"> 1. Call your own phone and wait to be transferred to voice mail. 2. Wait for your greeting to start, then press the * key. 3. When prompted, enter your password. 4. Follow the voice prompts to retrieve messages.
Notes:	Extension and PIN supplied by email or by your local Administrator. Or use your phone's default PIN, which is 1234.	Your local Administrator will provide the URL to the Office Suite Web Interface.	Use this new PIN the next time you access the web interface.	Call Coverage tells the system how your unanswered calls are to be routed.	Your voice mail box default password is 1234..	Voicemail messages can also be retrieved online at https://voicemail.broadviewnet.com

OfficeSuite™ Voicemail Quick Reference Guide

To Initialize Your Voice Mailbox

1. Dial your own telephone number. (OfficeSuite users press the message button on the phone.)
2. At the prompt, enter your passcode, optionally terminated by #.

To Access Your Voicemail Remotely*

1. Dial your own telephone number and wait for the call to cover to voicemail.
2. Interrupt the voicemail greeting with "*".
3. At the prompt, enter your pass code, optionally terminated by #.

For First Time Users Who Need to Initialize their Voice Mailbox

1. Access your voicemail as described above.
2. The default pass code is 1234 and should be changed immediately.
3. The voice prompts guide you through setting up your mailbox and changing your pass code.
4. Terminate the recording of your name and your greetings using #.







Voicemail Menu

After calling into your Voicemail you will be presented with the following options:

- Press  Listen to Messages
- Press  Send a Message
- Press  Place a Call
- Press  User Options
- Press  Disconnect/Hang-up
- Press  Help












Mailbox Options

1. From the Main Menu, press 9.
2. You can then select one of these options:

- Press  Review and Record Your Name and Greetings
- Press  Change Your Pass Code or Login Options
- Press  Change What Information is Played at the Start of Each Message
- Press  Change Call Answering Options and Select Active Greeting
- Press  Main Menu
- Press  Help

Listening to Messages

1. From the Main Menu, press 1.
2. You can then select one of these options:

- Press  Replay Current Message
- Press  Save Current Message
- Press  Delete Current Message
- Press  Reply to Current Message
- Press  Forward a Copy of Current Message
- Press  Message Information
- Press  Play Previous Message
- Press  Play Next Message
- Press  Message Menu
- Press  Main Menu
- Press  Help


Message Navigation

To be used while a message is playing.

- Press  Rewind
- Press  Pause
- Press  Fast Forward
- Press  Message Menu

Send a Message

1. From the Main Menu, press 2.
2. At the prompt, dial an extension or a Voicemail group number, or dial by name.
3. Press # after each destination number. Add as many destinations as you wish. After the last destination number and #, Press # again to begin recording your message.
4. When you have finished recording your message, press #.

- Press  Send Message
- Press  Re-Record Message
- Press  Review Message
- Press  Mark Message Urgent
- Press  Add Recipients
- Press  Mark Message Private
- Press  Send
- Press  Cancel, Return to Main Menu
- Press  Help

Forwarding a Message

1. While listening to messages, press 5 to forward to another recipient.
2. At the prompt, dial the extension number of the message recipient(s) terminated by #.
3. After the tone, record an introductory message. When you are finished, press #.
4. Press #1 and the message will be forwarded to the recipients.



Customer Service 1.800.BROADVIEW