

Pescado Ola Voicemail Guide.

With first access you will need to enter your own personal PIN passcode and record your name. Use the single-use PIN given to you.

When prompted enter your new PIN then press #; it will ask you to confirm the PIN and press # again.

Your new PIN is subject to complexity criteria: no pairs or sequences of digits; not the extension number; minimum four digits.

Once confirmed it will ask you to record your name and press #.

(This name is used in conjunction with the system default prompts. You can create complete announcements later.)

Once recorded it will ask you if you are satisfied with your recording and give you the following options:

- * If satisfied with recording
- 1 to re-record
- 2 to listen to your name recording
- # to repeat the menu

Logging into voice mail.

After entering your PIN you will be prompted with the below options

Press 1 to Access Voicemail – listen to your messages

Press 7 to Change Hotdesk settings – if configured - sets up hot desking – only applicable if hot desking is enabled

Press 8 to Change Passcode – change PIN

Press 9 to Exit Voice Portal – exit

Option 1

You will hear any voicemail messages that you have received. After each message you are prompted to Save or Delete the message.

After listening to your Voicemail Messages you will be presented with the below options:

Press 2 to change the Busy Greeting

Press 3 to change the No Answer Greeting

Press 5 to Compose and Send a New Message

Press 8 to change Name Recording

Press 0 to modify message deposit settings

Press * to access Voice Portal

Press # to repeat menu options

The following options are used for greetings

Press 1 to record new greeting

Press 2 to play current greeting

Press 3 to revert back to default system greeting

Press * to go back to previous menu

Press 7 Options – only applicable if hot desking is enabled

You will hear options for checking the status of the user that may already be hot desked to this host, as well as options to associate and disassociate with this host

Press 0 Options

To enable Message Deposit Press 1

To listen to Message Deposit Press 3

Press * to go back to previous menu

Press # to repeat menu options