

IP Office Mailbox User

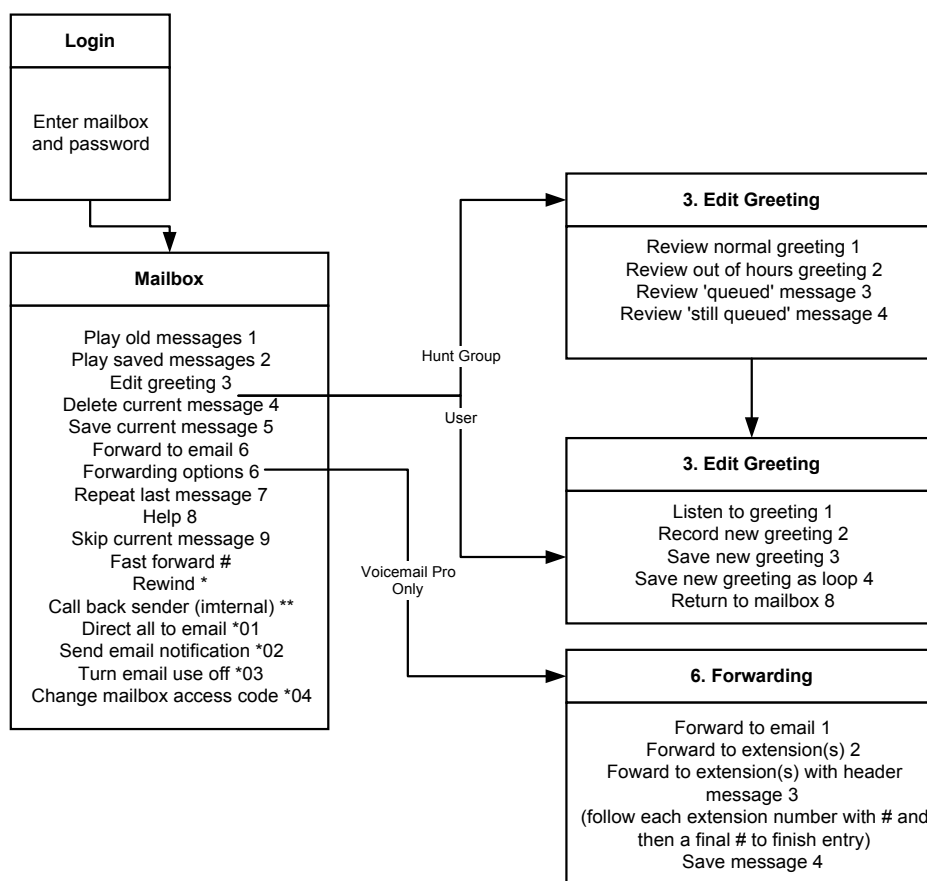
General Operation

All users can use the following default short codes. Your System Administrator will inform you of your mailboxes PIN code.

- **Access your mailbox from your own extension: *17**
- **Turn voicemail on/off: *18 / *19**
- **Turn voicemail ringback on/off: *48 / *49**

If you call your own extension and are diverted to voicemail to leave a message, you can press **8** during the initial voicemail greeting to switch to collecting your messages.

- **Note:** Messages are automatically deleted 24 hours after being played unless you select to save the message (press 5 whilst the message is playing).



- Email options require setup by your System Administrator.
- Voicemail Pro operation may be customised for individual users and groups.