



Hosted VoIP Voicemail Setup Instructions

Telesystem

Blue Platform

Setting up your voicemail box is an important step in setting up your new phone. You can complete the voicemail setup at the office, at home, or on the road as explained below.


From your Telesystem VoIP desk phone:

- Press the voicemail button
- When prompted, enter your initial PIN (given to you by your system administrator) then follow the prompts to create a new PIN and record your voicemail.





From an external phone:

- Call 567-661-0003
- Enter your mailbox number followed by #
- Enter your initial PIN (given to you by your system administrator) then follow the prompts to create a new PIN and record your voicemail.

From your Telesystem UC-One desktop application:

- Select the Dialpad 
- Input your own extension or phone number in the *Start new call* field then call it from the phone or app
- When prompted, enter your initial PIN (given to you by your system administrator) then follow the prompts to create a new PIN and record your voicemail.

From your Telesystem UC-One mobile application:

- Tap **Menu** 
- Tap  Voicemail
- Tap **More** 
- Tap  Call Voicemail
- When prompted, enter your initial PIN (given to you by your system administrator) then follow the prompts to create a new PIN and record your voicemail.

Other notes about voicemail:

- Voicemail passwords must be 4-8 digits long.
- Voicemails will automatically be deleted after 30 days unless they are archived.
- By default, voicemail notifications will be sent to your phone (desk or UC). If you would like to have voicemails sent to your email, please contact Telesystem.
- The feature availability of voicemail and the UC-One application depend on the features deployed on your account. For questions about your account, please talk with your system administrator.

A complete voicemail options map and all system resources can be found by navigating to <https://www.telesystem.us/resources/documents-and-videos/>.