

Zultys Voicemail Guide

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On-Premise Zultys Voicemail Guide


Overview

The purpose of this document is to take you through the process of setting up your voicemail and how to retrieve your voicemail.


We're here to help! If you have any questions about your voicemail please reach out to us at support@datacommplus.com.

Initial Voicemail Setup

You will want to set up your voicemail right away.

- Press the message button 
- The first time you access your voicemail, the PIN will be '1479'
- From there you can
 - Change your PIN
 - Do not use your extension as the PIN number. Your extension number is used by us to process support requests so it cannot be the same.
 - Record your name
 - Record your greeting
 - Update any other options.

Accessing Voicemail


- Press the message button 
- You can also access your voicemail from other phones by dialing *86 and enter your extension number and PIN when prompted

Accessing the General Voicemail

If you have access to the general voicemail box

1. From your Zultys phone dial *86 and # right away
2. You will be prompted to enter in the general voicemail extension number
3. You will be prompted to enter in your extension number
4. You will be prompted to enter your voicemail password

Changing Voicemail Settings

- Press the message button 
- Enter your PIN
- Press 4 to access the settings
 - a. Change Recorded Name or Greeting

If you need further assistance, please reach out to us at support@datacommplus.com. Once we receive your request one of our representatives will get back to you as soon as possible to help you with any of your phone system needs.