

# Orbitel Voicemail



## Initial Voicemail Set Up

- Dial \*15 from the Orbitel digital phone.

Follow the prompts to set up 3 items:

- A Personal Identification Number (PIN)
- Record a Name
- Record a Greeting

## Accessing Voicemail

- From the Orbitel digital phone:  
Dial \*15, when prompted enter the PIN
- From another phone:  
Dial the Orbitel digital phone number. When the voicemail greeting begins, press \*. When prompted, enter the PIN.

## Voicemail Main Menu

**1**

### Listen to Messages

- 1** Repeat
- 2** Save
- 3** Delete
- 4** Reply
- 5** Send a Copy
- #** Leave as New
- \*** Exit / Go Back

**2**

### Send Messages

- Enter Phone or Group #
- \*** Exit / Go Back

**3**

### Work with Greetings

- 1** Personal Greeting
- 3** System Generated Greeting
- 5** Greeting when Busy
- \*** Exit / Go Back

**4**

### Mail Box Settings

- 1** Group Lists
- 2** Hands Free Timesaver
- 3** Security
- 5** Notifications
- 6** Additional Settings
- 9** Live Message Screening
- \*** Exit / Go Back

**7**

### Log On as Another Customer

- Enter Phone #
- \*** Exit / Go Back

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### Help

- \***
- Exit Voicemail