



UCM & Grandstream VoIP Phone Voicemail Setup Guide

This document will guide you in setting up your voicemail box on your UCM from your Grandstream VoIP phone.

1. Hit the message icon on your Grandstream VoIP phone or dial *97 from the phone
 - a. If prompted for a password, enter the password
2. Press 0 to access mailbox options
3. Press 1 to record your Unavailable Message
 - a. Press # when done recording
 - i. Press 1 to accept the recording
 - ii. Press 2 to listen to the recording
 - iii. Press 3 to re-record
 - b. After you have accepted the recording you will be back at the mailbox options menu
4. Press 2 to record your Busy message
 - a. Press # when done recording
 - i. Press 1 to accept the recording
 - ii. Press 2 to listen to the recording
 - iii. Press 3 to re-record
 - b. After you have accepted the recording you will be back at the mailbox options menu
5. Press 3 to record your name
 - a. Press # when done recording
 - i. Press 1 to accept the recording
 - ii. Press 2 to listen to the recording
 - iii. Press 3 to re-record
 - b. After you have accepted the recording you will be back at the mailbox options menu
6. Press 4 to record a temporary greeting
 - a. Press # when done recording
 - i. Press 1 to accept the recording
 - ii. Press 2 to listen to the recording
 - iii. Press 3 to re-record
 - b. After you have accepted the recording you will be back at the mailbox options menu
7. Press 5 to change your password
8. Press * to return to the main menu
 - a. Once back at the main menu press # to exit