



I'm not robot



Next

Allworx voicemail setup

To record a voicemail greeting in any mailbox from any phone Hit Intercom Then 404 Hit # Enter mailbox # Enter your password plus # Press 4 (to Change settings) Press 4 (to manage your greetings) Press 3 Press either 0 for your "default greeting" or 1 for your "in office" greeting Follow the prompts. Note: I always record both an "in office" greeting and "default greeting" for all mailboxes. Note 2: If you are not sure of your voicemail password contact your Allworx vendor and they should be able to help. OR From a specific phone Hit the messages button (located below the display in the middle of the phone) Enter your password plus # Press 4 (to Change settings) Press 4 (to manage your greetings) Press 3 Press either 0 for your "default greeting" or 1 for your "in office" greeting Follow the prompts and record as desired Note 1: I recommend recording both an "in office" greeting and "default greeting" for all mailboxes. Note 2: If you are not sure of your voicemail password contact your Allworx vendor and they should be able to help. How do I set up the Voicemail on my Allworx telephone? Press the Message button 2 times for the Audio Menu Enter your default password- 1111 followed by a # Press 4 for the Message Center System Options Press 2 to change your name recording Press 2 again to change your name recording then press # Press 1 to save or 2 to re-record Press 3 to manage your greetings Press 0 to manage your default greeting Press 1 to record your default greeting At the tone record your greeting and press # when finished recording Press 1 to save, 2 to review the greeting, or 3 to change the recording Press # Press 5 to change your password Enter your new password and press # Re-enter your new password then press # Press Speaker Your Mailbox is now set up Voicemail is a significant and helpful feature for businesses. By providing a sufficient and easy-to-use voicemail system, you ensure that important calls are not missed and necessary voice messages can be sent within the employee network. For those using Allworx business phone systems, the Allworx All-In-One voicemail is a smart choice. Simple and straightforward, employees will appreciate the convenience it provides. Follow along as we take you through the steps to access and use the Allworx voicemail system. Log In To log in to your Allworx voicemail, use any activated telephone within your system and dial 6 followed by your extension number. If you are calling from outside of the organization, you will hear the standard welcome greeting. Press 6 followed by your extension number. Enter or spell your password using the telephone and the press #. You will hear an announcement indicating the number of new and saved messages in your voicemail inbox, and the number of messages in your email inbox. The system will then prompt you with the following options: Press 1 to play messages The system will announce the time the message was received, and then play the message. After hearing the message, select from the following options: Press 1 to reply to this message Listen to the instructions then record your message. Press # when you have finished. Select one of the following options for sending your reply: Press 1 or hang up to send your message Press 2 to review your message Press 3 to change your message Press # to cancel sending your message Press * to listen to these choices again Press 2 to forward this message After the Allworx prompt, enter the first extension number to which you wish to forward the message. The system will play the selected user's name and prompt for the next extension number. You can enter another extension number or press the # key to finish entering forwarding extension numbers. Repeat this process until all extension numbers are entered. When you are finished entering extension numbers, you will be prompted to record a message to precede the forwarded message. Record your message at the beep, then press # when you have finished. Press 3 to delete this message Press 4 to replay this message Press 5 to play the previous message Press 6 to play the next message Press 7 to rewind the message 10 seconds Press 8 to advance the message forward 10 seconds Press 9 to place a call to the message sender (only applies to messages sent by other Allworx users) Press # to return to the previous menu Press * to listen to these choices again Press 2 to skip to playing saved messages Press 3 to send a message The system will prompt you to enter the first extension number or Alias number to which you wish to send the message. Press 9 to send your message to all voicemail users. Enter the first extension number. The system will confirm your entry and prompt you to enter another. Enter the next extension or Alias number. Repeat this process until all extension or Alias numbers have been entered. When the last number has been entered, press # to indicate you are ready to record your message. You will be prompted to begin recording. When you are finished, press #. You will be prompted to complete the process as follows: Press 1 or hang up to send a message Press 2 to review your message Press 3 to change your message Press # to cancel sending Press * to listen to these choices again Press 4 to change your Message Center system settings The system will announce the following options: Press 1 to change your password Press 2 to change the recording of your name The system will play your current name recording for your review and offer the following options: Press 2 to change your name recording Listen to the instructions and record your name. Press # when you have finished. The system will offer the following options: Press 1 to save your name recording Press 2 to change your name recording Press 3 to review your name recording Press # to cancel changing your name recording Press * to listen to these choices again Press 3 to review your name recording Press # to cancel changing your name recording Press * to listen to these choices again Press 3 to change your outgoing message recording The system will play your current message for review and offer the following options: Press 2 to change your outgoing message Listen to the instructions and record your new message. Press # when you have finished. The system will offer the following options: Press 1 to save your outgoing message Press 2 to change your outgoing message Press 3 to review your outgoing message Press # to cancel changing your outgoing message Press * to listen to these choices again Press 3 to review your outgoing message Press # to cancel changing outgoing message Press * to listen to these choices again Press 4 to change the maximum recording time for messages Press * to listen to these choices again Press 9 or hang up to end your call Press * to listen to these choices again And that is how to access and use your Allworx All-In-One voicemail. For further information, please refer to your Allworx 10x User Guide or see your System Administrator. Visit Startechtel.com to shop our selection of Allworx VoIP phone systems for your business. To place an order over the phone, please call 800-564-8045. For the latest news and updates, connect with us on Facebook, Google+, Twitter, LinkedIn, and Pinterest. Summary Related Posts Tags: Allworx, Allworx business phone systems, Allworx Voicemail, business phone systems, Guide, How to Modified on: Fri, 12 Nov, 2021 at 12:23 PM Instructions for setting up your password, name and greeting are listed below. If you are having any issues with your phone, please let tech support know. Setting up your voicemail and password 1. Press the Messages button on your phone. (On newer 9308 models press *404 or Messages button twice quickly) 2. Enter your password (tech support can give you the default, temporary code) followed by the #. 3. Press 4 to change your message center system settings. Follow the voice prompts. 4. Press 5 to change your password. Follow the voice prompts. 5. Press 2 to change the recording of your name. Follow the voice prompts. 6. Press 3 to manage your greetings. Follow the voice prompts. 7. Press 0 to record your default greeting. (You can record your other greetings if you are planning on actively using the "Presence" feature.) Follow the voice prompts. Checking Voicemail 1. Press the Messages button on your phone. 2. Enter your password followed by the #. 3. Press 1 to listen to new voicemail. Did you find it helpful? Yes No Send feedback Sorry we couldn't be helpful. Help us improve this article with your feedback.

