GIBSON CONNECT

VOICEMAIL

Send calls to a personal Voicemail while on another call, not at the office or just too busy. Messages can be conveniently retrieved by phone, online account or email.

INTERNET INSTRUCTIONS

1. Login to online account

2. Click Settings

3. Click the View / Edit option following Voicemail

4. Click On to Enable / Click Off to Disable

5. Click the option to upload a Custom Greeting

6. Click Choose File

7. Click Choose File in the popup window

8. Select appropriate file to be uploaded*

9. Click Save

> NOTE: File must be a wav file in CCITT u-Law, A-Law, 8kHz sampling rate, or 8-bit Mono format.The file can be up to 5 minutes in duration and no larger than 4.5 MB

To Access Messages:

1. Click Account

2. Click Messages

3. Select Action · Play · Save · Forward · Delete or · Block Number

TELEPHONE INSTRUCTIONS

1. Dial *98

2. Enter default passcode 8642 and press # (first time setup)

3. Following passcode has expired prompt, enter a permanent passcode and press #

4. Re-enter permanent passcode and press #

5. Follow the rest of the prompts to record name and greetings

To Access Voicemail:

1. From On-Network Extension: Dial *98
   From Off-Network Extension: Dial 10-Digit Phone Number and press *
   when greeting starts

2. Enter passcode and press #

Main Voicemail Menu Options:

3. [1] To access Voicemail

4. [3] Record name

5. [8] To change passcode

6. [9] To exit the voice portal

7. [#] To repeat this menu

8. Access Voicemail Options:

9. [1] To listen to messages

10. [2] To change mailbox busy greeting

11. [3] To change mailbox no answer greeting

12. [5] To compose and send a new message

13. [7] To delete all messages

14. [*] To go to the CommPilot voice portal

15. [#] To repeat this menu

VOICEMAIL TO EMAIL

Receive voicemail messages via email for up to five email addresses.

INTERNET INSTRUCTIONS

Login to online account

1. Click Settings

2. Click the View / Edit option following Voicemail

3. Select Use Unified Messaging or Forward to this Email AddressEnter up
   to five email addresses for Use Unified Messaging OREnter a single email
   address for Forwarding to this Email Address

4. Check to Enable / Uncheck to Disable Phone Message Waiting Indicator

5. (OPTIONAL) Check to Enable / Uncheck to Disable additional Voicemail
   to Email options:· Notify me by Email of the new message of this address·
   E-mail a carbon of the message to· Transfer on '0' to Phone Number