



## How to setup your Broadtela Voicemail

1. Press the message button on your phone. This sound resemble an envelope.
2. Type in your password (by default this will be 1234)
3. Press 0 for mailbox options
4. Press 1 to record your unavailable message (this is the message that will play when you are not on your phone and someone calls and you do not answer)
5. Press 2 to record your busy message (this is the message that will play when you are on the phone and someone calls and you do not answer)
6. Press 3 to record your name (this will be used for the company directory)
7. Press 4 to managed temporary greeting
8. Press 5 to change your password