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## VOICEMAIL CONFIGURATION

You will need to configure your voicemail box for the new OrbisVoice system. This can be done at anytime from the phone that is on your desk.

1. Pick up phone at your desk
2. Dial \* + Extension #
3. You will be prompted to enter a password, by default, your password is your extension #.
4. You will be asked to enter a new password- you must enter a new password. If you leave your password as your extension # you will be prompted to change it every time you access your VM
5. You will be prompted to record your name, this is what will play when the Company Directory option is chosen from the Auto Attendant.
6. You will be prompted to record your unavailable message, this will play when someone leaves you a message.
7. You will be prompted to record your busy message, which will play when your phone is in do not disturb mode.  
We recommend the same script for both the busy and unavailable messages.

Your initial setup is now complete. You will be notified of new messages on your phone in two ways: an envelope will appear to the left of your extension # on the left side of your display screen, and a flashing red light will illuminate on the right side of the display screen. To check a message, simply hit the 'Messages' button on your phone.

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For additional support, please call us at **(215) 609-3015** or send an email to [support@orbisvoice.com](mailto:support@orbisvoice.com)