



Voicemail Box Instructions

Dial *86 or tap message icon from keypad of Softphone app

Enter your PIN

You will first hear “You have messages”

Here are your options (**listen to the prompts**):

- Press 1 to listen to New messages
- Press 2 to listen to Saved messages
- **Press 3 to change your greeting**
- Press 4 change your PIN
- Press 7 to delete all New messages
- Press 9 to delete all Saved messages

Instructions for recording a greeting:

- **Press 3 to change your greeting**
 - Press 1 to listen to the current greeting if you'd like
 - Press 2 to record a new greeting; record your greeting after the tone and press # when you are done; your recording repeats for you; then you press 1 to save it or 2 to discard and try again.
 - Press 3 to delete personalized greeting
 - Press 9 to return to Main Menu

Voicemail Options:

Instructions for checking another voicemail box or for calling in to check your messages remotely:

- Dial in to main number or users extension
 - Dial # when you hear the greeting
 - You will hear “Please enter your PIN”, dial PIN
 - Follow the prompts to listen to the messages

Instructions for checking your messages on-line:

- Sign in to the user portal at www.ringrx.com
 - Enter Email address
 - Enter Password
 - Click Sign in
 - Click on Messages Tab
 - Click on Play icon for the desired message

Instructions for checking message via the Voice Mail Tab in the app:

- Tap on the Voice Mail Tab
- Tap Play icon for message you would like to play