Lightspeed Telecom

Voicemail Instructions & Feature Access Codes

Voicemail Instructions

Setting up your Mailbox

1. Press ***123** to log in to your mailbox
2. Enter your password (Typically your 4 digit extension)
3. Press 0 for personal options

PRESS 1 TO RECORD YOUR UNAVAILABLE MESSAGE

You will then here the automated service prompting you to say your Unavailable Message after the tone then press the # key

1. Press 1 to accept and save recording
2. Press 2 to listen to recording
3. Press 3 to re-record message

PRESS 2 TO RECORD YOUR BUSY MESSAGE

You will then here the automated service prompting you to say your Busy Message after the tone then press the # key

1. Press 1 to accept and save recording
2. Press 2 to listen to recording
3. Press 3 to re-record message

PRESS 3 TO RECORD YOUR NAME

After the tone please record your name then press the # key

1. Press 1 to accept and save recording
2. Press 2 to listen to recording
3. Press 3 to re-record message

PRESS 4 TO RECORD YOUR TEMPORARY MESSAGE

After the tone say your Temporary Message and then press the # key

1. Press 1 to accept and save recording
2. Press 2 to listen to recording
3. Press 3 to re-record message

PRESS 5 TO CHANGE YOUR PIN

Enter your new PIN followed by the # key

TRANSFERING CALLS TO VOICEMAIL

To transfer an active call to a voicemail box, press **#** and then ***125.** After this, just dial the extension number and your call will be transferred to that extension voicemail box.

For Example: **# *125 1001**

Or use the transfer button instead of #:

For Example: **(transfer button) * 125 1001** and your call will be transferred to the other user's voicemail box.

MESSAGE ENVELOPE

Press 33 after you listened to your message to play the message envelope.(This feature can be turned per customer request)

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Access Codes

Caller ID

Block Caller ID: Press * 67 and then dial

Block Caller ID once: Press * 81 and then dial

Unblock Caller ID: Press * 68 and then dial

Call Forwarding

Enable Call forwarding: Press * 71 and then dial Disable Call

forwarding: Press * 72 and then dial
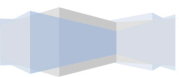
Voicemail

 Voicemail: *123

General Voicemail: *124

Voicemail transfer: *125

Record IVR Greeting: *301 (Record After Tone)

Speed Dial

For speed Dial, dial *130 + (1 or 2 digit Speed dial code)

Exp: *1301

Last Caller

Notify the user of the last calling extension by dialing **'*149'**.

Note: There is no need to dial 1 before the area code when calling out.