Voicemail Setup

Company Voicemail Boxes

1. Dial 501 on the keypad of your physical phone

2. Enter Company Voicemail Box Number (Ex 200, 201, etc.) followed by #.

3. Enter the PIN associated with the company voicemail box, followed by #

To Verify The Mailbox Number

1. Log into the Admin's DYL account

2. Click the "Settings" tab

3. Click "Extensions"

4. Look under the Voicemail Mailbox category

Individual Voicemail Boxes

1. Dial 500 on the keypad of your physical phone
No Pin Required

Please Note

• Your phone will NOT blink when you have unchecked voicemails.

• Deleting the voicemail from your physical phone will NOT delete your voicemail from the Voicemail Log or from your email.

• Voicemail email notifications for individual mailboxes cannot be forwarded to additional email addresses

Phone System

Phone Numbers
Setup phone numbers

Extensions
Setup extensions and

IVR Prompts
Setup voice prompt messages.

Ring Groups
Manage extensions to ring for each group.

Voicemail Mailboxes — Add Mailbox

Name	Voicemail	PIN	Email Delivery	Options
Company Mailbox	Box 300	1111	service@dyl.com manager@dyl.com	Edit | Greeting
After Hour Mailbox	Box 301	1234	service@dyl.com manager@dyl.com	Edit | Delete Mailbox | Greeting
Labor Day	Box 302	5555	DYL LLC	Edit | Delete Mailbox | Greeting