

Phone Voicemail Setup Guide

Dial *62 to access voicemail from your phone.

1. When you reach your voicemail, **press the * key**.
Next, you will be asked to enter your voicemail ID and passcode.
Voicemail ID is the last 4 digits of your phone number.
Passcode will be sent to you separately.
2. **Enter your Voicemail ID and Passcode.**
3. Before you can record a personal greeting, you will have to **record your name and change your voicemail passcode.**
4. Next, you will hear **"to enter your voicemail box, Press 1"**
5. **Press 1.**
6. Once you have entered your voicemail box, you will hear the following options:
"To record your mailbox busy greeting Press 2"
 (Note: this greeting is for when you are on the phone when another call comes in),
"To record your mailbox no answer greeting, Press 3"
 (Note: record the "No Answer Greeting" This will be your outgoing message when you do not answer the phone).



FairlawnGig phone service allows you to customize features such as call forwarding. Simply pick up the phone, get a dial tone, and press your preferred options listed below.

How to Manage Voicemail Features	PRESS
Turn Call Forwarding Always On	*72
To Turn Call Forwarding Always Off	*73
Forward Calls Always to Voicemail	*21
Forwarding to Voicemail Off	#21
Last Number Redial	*66
Voicemail Access	*62