




8x8 PHONE SYSTEM | *How to set up voicemail*

1. From your desk phone:

- a. Dial 555 from the dial tone or press the key on your phone that looks like cassette tape: 
- b. Then input your PIN and the # key
 - i. Your PIN is six numbers long.
 - ii. If you don't remember your PIN, please email a request to help@canteytech.com reset it.
 - iii. Follow the instructions to change your voicemail message.
 - iv. Press 2 for your Greeting
 - v. Press 3 for User Preferences
 - vi. Press 4 to change Forwarding
 - vii. Press 5 for Specific Greeting:
(1) workday (2) after hours (3) lunch (4) meeting (5) weekend (6) vacation

2. From another person's desk phone:

- a. Dial 500 from the dial tone
- b. Enter your four-digit extension
- c. Then input your PIN and the # key
 - i. Your PIN is six numbers long.
 - ii. If you don't remember your PIN, please email a request to help@canteytech.com to reset it.
 - iii. Follow the instructions to change your voicemail message.
 - iv. Press 2 for your Greeting
 - v. Press 3 for User Preferences
 - vi. Press 4 to change Forwarding
 - vii. Press 5 for Specific Greeting:
(1) workday (2) after hours (3) lunch (4) meeting (5) weekend (6) vacation

3. From the computer:

- a. If you have signed into your computer to access your phone setting, you can change your voicemail from the application. You can ask it to call you and you can record the voicemail on the telephone.
- b. If you have not signed into your computer to access your phone settings, please mail help@canteytech.com for them to send you a new welcome link to help you access your phone.
- c. You can also log into the app from your browser and set your greetings here: <https://work.8x8.com/settings/voicemail>.
- d. There are many types of training courses online through this application that also might help you.

4. [Download the Polycom Telephone Quick Function Guide](#)