

Orcon Voicemail User Guide

Orcon Voicemail takes messages for you when you are out or busy on another call. Like all things Orcon it is simple to use, simply follow the simple instructions below.

To check your new messages from your Orcon home phone

1. Dial 789
2. At the prompt enter your Orcon Voicemail PIN
3. If you have new messages, it will tell you how many now
4. Press '1' to listen to your new messages
5. Once you have listened to your new messages they are then put into your old messages folder. Messages are stored for 21 days from when they are first recorded.

To check your new messages from a different phone

1. Dial 09 550 0789 (if you are overseas it is 0064 9 550 0789)
2. At the prompt enter your mailbox number - this is your phone number minus the first zero e.g. 95500000
3. You will then be asked to enter your Orcon Voicemail PIN
4. If you have new messages, it will tell you how many now
5. Press '1' to listen to your new messages
6. Once you have listened to your new messages they are then put into your old messages folder. Messages are stored for 21 days from when they are first recorded.

To record your greeting

This is what people will hear when they call you and you do not answer

1. Dial 789
2. At the prompt enter your Orcon Voicemail PIN
3. Press '0' for mailbox options
4. Press '1' to record your unavailable message
5. Wait for the tone, say your message, then press the hash (#) key
6. Press '1' to use this new message

To access old messages

1. Log in to the voicemail system as you would if you were checking your new messages
2. Press '2' to change folders
3. Press '1' to access your old messages folder

To restore a message if you delete it by mistake

Press 7 to restore the message