



Voice Portal – Features & Functionality

Access the Voice Portal

You can easily access your personal voice portal using any phone or UC-One application.

First Log-in with the Voice Portal Wizard

1. Press **Messages**, or press and hold **1** on the UC-One dial pad.
2. Enter a new passcode at the (voice portal wizard) prompt.
3. Re-enter your passcode at the prompt.
4. Record your name at the prompt.
5. Press **8**.

Log In

From your own phone or UC-One App:

1. Press **Messages**, or press and hold **1** on the UC-One dial pad.
2. Enter the correct passcode to reach the Voice Messaging Main Menu.

From a phone or UC-One App other than your own:

1. Press **Messages**, or press and hold **1** on the UC-One dial pad.
2. Press * when asked for a passcode.
3. Enter your extension.
4. Enter the correct passcode to reach the Voice Messaging Main Menu.

Voice Portal Main Menu

1. Access Voice Mailbox
2. Greeting Menu
3. Change Call Forwarding Options
4. Record New Announcement
5. Change Password
6. Exit
8. Repeat menu