



Log on

How to log on to the Web Assistant:

- Invoke the following Internet address in the web browser:
- On the Web Assistant login page: Enter the user name under **User** and the user password under **Password**.

Or:

Enter under **User** the mailbox number and under **Password** the mailbox PIN.

- Select **Login**.

The Web Assistant start page appears.



Change Start Page

How to change the Web Assistant start page:

- Select **Personal settings > User data** in the navigation.
- Select the desired page under **Start page after login**.
- Select **Save**.
- The Web Assistant starts with the new start page at the next login.



Change User Language

How to change the user language for the voicemail system and Web Assistant user interface:

- Select **Personal settings > User data** in the navigation.
- Select the desired language under **Language selection**.
- Select **Save**.

The Web Assistant user interface switches immediately to the selected language.



Change Password

How to change your password for PC access:

- Select **Personal settings > User data** in the navigation.
- Select **Change password of messaging system (PC access) > Change**.
- Enter current password under **Old password**.
- Enter the new password under **New password** and **Confirm new password**.
- Select **Save**.

The password is changed.



Record a Welcome Greeting

How to record a new welcome greeting for your mailbox:

- Select **Personal settings > Recordings** in the navigation.
- Select **Create**.
- Select a **type of recording**.
- Select **Record via telephone now** as method.
- Select **Create**.
- Specify the phone number of the telephone via which you want to record the greeting.
- Select **OK**.
- Accept automatic call on the specified telephone.
- Select **Record** in the web browser.
- Record your greeting
- Select **Exit**.

The new welcome greeting is now stored in the system but not active yet.

See "*Define Time Profile*" to activate the greeting.



Define Time Profile

How to create a time profile:

- Select **Personal settings > Time profiles** in the navigation.
- Specify under **Message recording not allowed** for which calls no message may be left on the mailbox.
- Specify under **Greetings** for which calls which greetings are played during business hours.

Note: Possible greetings must have been recorded previously.
See "*Record Greeting*".

- Specify under **After-hours greeting** which greeting is played to all callers outside business hours.

Note: Possible greetings must have been recorded previously.
See "*Record Greeting*".

- Specify **Business hours**.
- Select **Save**.

The new time profile is now active in the system.



Play Voicemail on PC

How to play a voicemail that arrived in your mailbox:

- Select **Mail Client > Inbox** in the navigation.
- Select voicemail (📧) in the **Subject** column.
- Select **Play**.
- Select **Open**.

The voicemail is put out.



Send Voicemail

How to send a new voicemail:

- Select **Mail client > Compose message** in the navigation.
- Enter the recipient's mailbox number under **To**. Separate several phone numbers by semicolon.
- Under **Message type** next to the **To** field select **Voice mail**.
- Describe the voicemail under **Subject**.
- Enter the message text in the message field.
- Select **Send**.

The voicemail is sent.



Play Voicemail on Telephone

How to play a voicemail that arrived at your mailbox:

- Select **Mail Client > Inbox** in the navigation.
- Select voicemail (📧) in the **Subject** column.
- Select **Play voicemail via telephone**.
- Specify the number of the telephone via which the voicemail is to be played.
- Select **Next**.
- Accept automatic call on the specified telephone.
- Select **Play** in the web browser.

The voicemail is put out.



Print Fax Messages

How to read a received fax message:

- Select **Mail Client > Inbox** in the navigation.
- Select fax message (📠) in the **Subject** column.
- Print single pages or the entire fax message via the links at the bottom of the message view.