



## 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.

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