



## Log on





How to log on to the Ergo system by telephone:

- Dial **Ergo access number** .
- (Enter **mailbox number** + )
- (Enter **PIN** + )

You have now logged on to the Ergo system and are in the main menu.

## Change PIN







To change your PIN, enter the following via telephone:

-  in the Ergo main menu
-  – "change PIN" option
- **New PIN** + 
- **New PIN** + 

The PIN is changed.

## Send new Voicemail




To send a new voicemail, enter the following via telephone:

-  in the Ergo main menu
- **Mailbox number 1st recipient** +   
(**Mailbox number 2nd recipient** + ) (...)
-  – finish recipient entry
- Record message
-  – finish recording
-  – send message

You have sent the new message.

## Play Voicemail






To play a voicemail that arrived in your mailbox, enter the following via telephone:

-  in the Ergo main menu
- ( ...  – select message)

The selected voicemail is played.

## Delete Voicemail








To remove a voicemail from your mailbox, enter the following via telephone:

-  in the Ergo main menu
- ( ...  – select message)
-  – delete current message
-  – confirm deletion

The relevant voicemail is deleted from your mailbox.

## Reply to Voicemail

To reply to a received voicemail, enter the following via telephone:






-  in the Ergo main menu
- ( ...  – select message)
-   – "reply to message" option
- Record your message after the signal
-  – finish recording
-  – send message

You have replied to the relevant voicemail.



## Record Name Greeting






To record a name greeting for your mailbox, enter the following via telephone:

-  **9** in the Ergo main menu
-  **2**  **5** – "record greeting" option
- Record your greeting after the signal
-  – finish recording
-  – save recording

Callers to your mailbox will from now on hear the newly recorded name greeting.

## Record Welcome Greeting

To record a welcome greeting for your mailbox, enter the following via telephone:





-  **9** in the Ergo main menu
- **1 1** – "record greeting" option
- **Storage location of the greeting**  
[ **1** to  **9** ]
-  **5** – "record greeting" option
- Record your greeting after the signal
-  – finish recording
-  – save recording

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

See "*Activate Welcome Greeting*" to activate the greeting.

## Activate Welcome Greeting

To activate a recorded welcome greeting for internal and external callers to your mailbox, enter the following via telephone:

-  **9** in the Ergo main menu
- **1**  **2** – "activate greeting" option
- **Storage location of the greeting**  
[ **1** to  **9** ]
- Play selected greeting
-  **3** – "greeting for internal and external callers" option

The selected greeting is active for all internal and external callers.

