



Logging 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.

Changing the PIN







To change your PIN, enter the following via telephone:

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

The PIN has been changed.

Sending a 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 entering a recipient
- Record message
-  – Finish recording
-  – Send message

You have sent the new message.

Playing Voicemails






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.

Deleting Voicemails








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.

Replying to Voicemails

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.



Steps in () brackets may not have to be carried out.

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.

Unified Communications System

Make the following entries by telephone to access the *OpenScape UC Application* functions via the *OpenScape Voice Portal*:






-  **3** in the Ergo main menu

You can now select the following functions:

- **1** – Set presence status
-  **2** – Manage preferred device
-  **3** – Access conferences
-  **6** – Access calendar
-  **9** – Activate routing rule

Recording Greetings

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 "*Activating a Welcome Greeting*" to activate the greeting.

Activating a 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.

