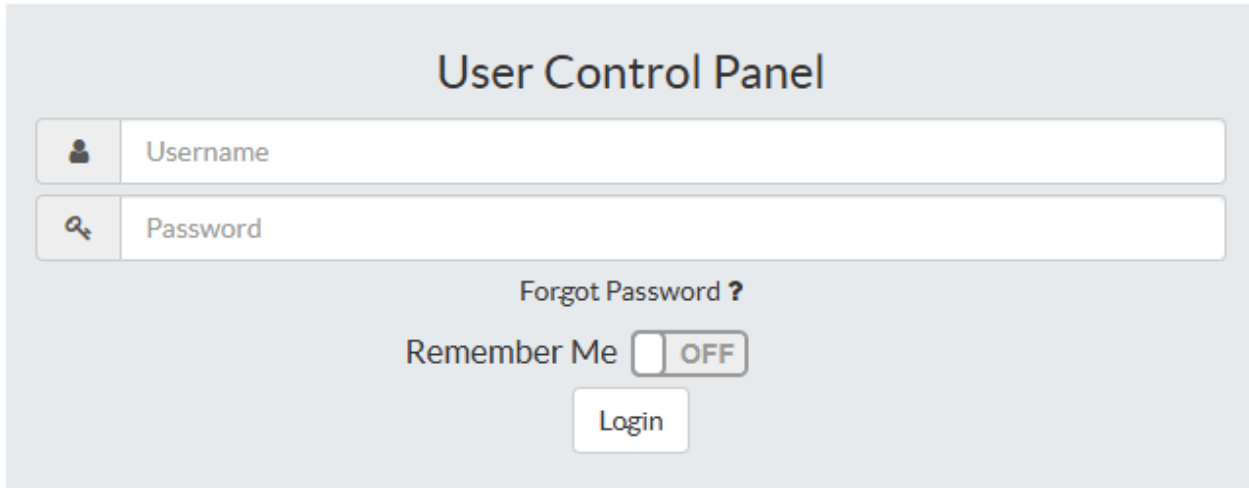


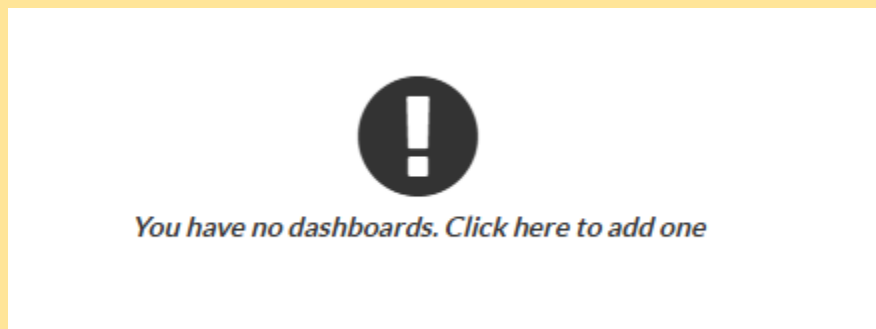
Changing your Voicemail PIN

1. Log into <https://freepbx.sd61.bc.ca> with your district credentials.

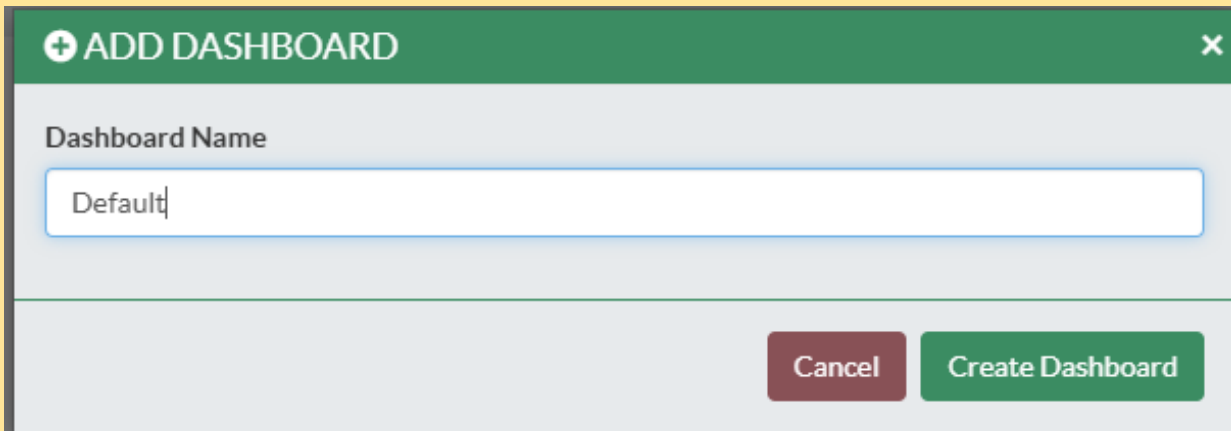


The image shows a 'User Control Panel' login interface. It features two input fields: 'Username' with a person icon and 'Password' with a magnifying glass icon. Below these fields are links for 'Forgot Password ?' and a 'Remember Me' checkbox (currently set to 'OFF'). A 'Login' button is positioned at the bottom center of the panel.

NOTE: If this is your first time logging into this portal, you may see that you have no dashboards – but this can be created.

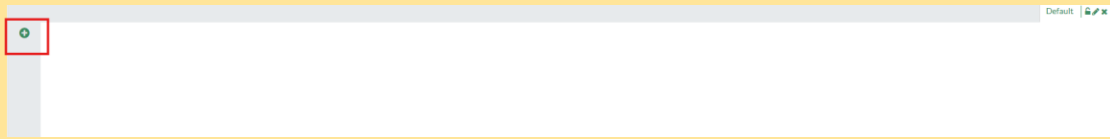


Add a dashboard by clicking on the exclamation point. Assign it any name, and press "Create Dashboard."

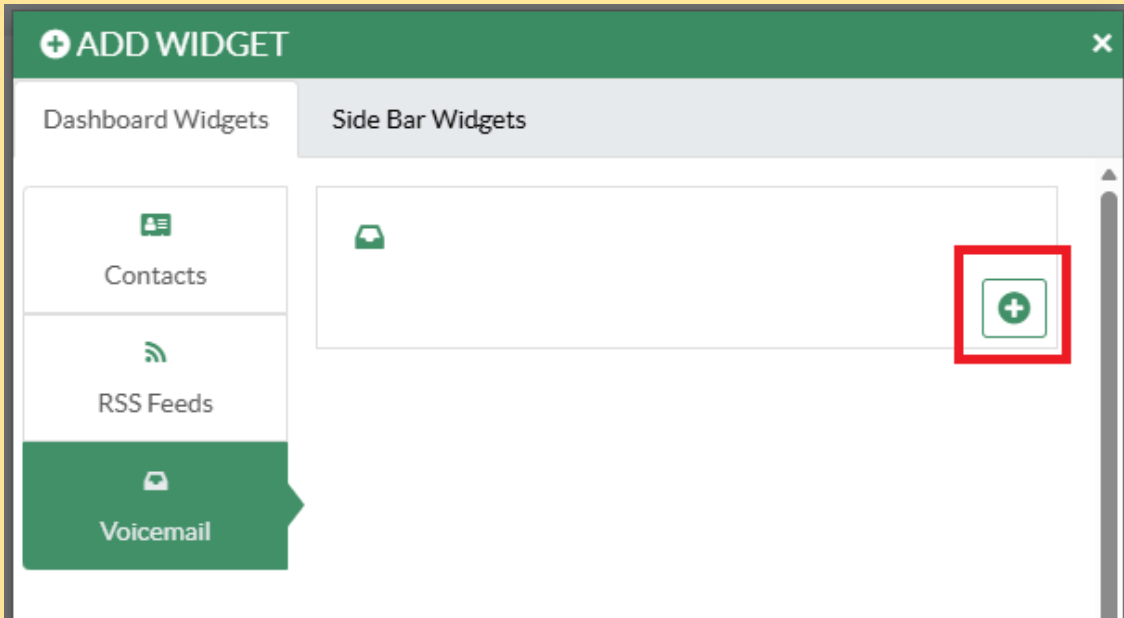


The image shows a modal window titled '+ ADD DASHBOARD' with a close button (X) in the top right corner. Inside the modal, there is a label 'Dashboard Name' above a text input field containing the word 'Default'. At the bottom right of the modal, there are two buttons: a red 'Cancel' button and a green 'Create Dashboard' button.

After creating a dashboard, click the green Plus button on the far left-side of the screen.

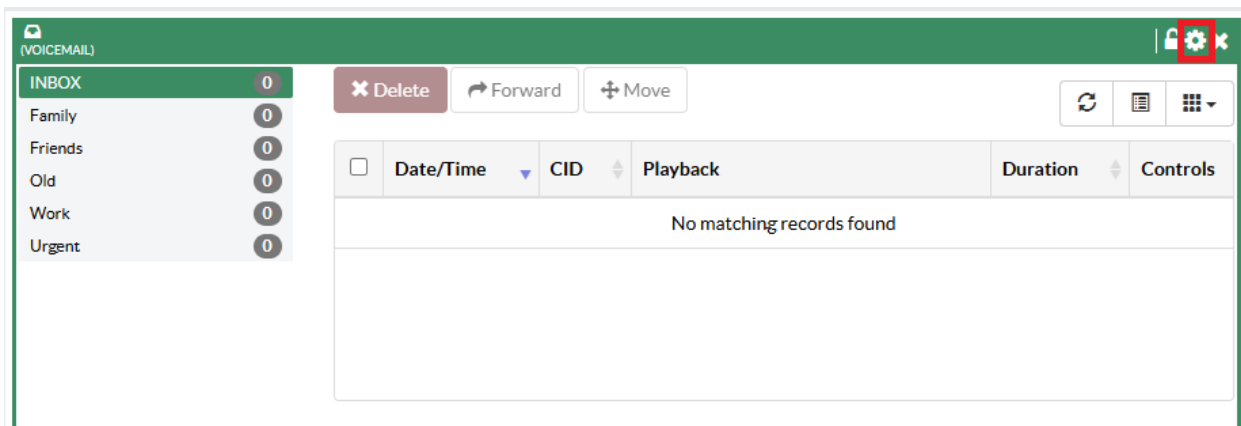


Add the Voicemail widget to your dashboard.



2. Edit your Voicemail settings.

Click on the Settings cog icon on the Voicemail widget.



Update your Voicemail PIN, and press the “X” in the corner of the window to save the settings.

 VOICEMAIL SETTINGS 

Voicemail Settings

Greetings

Voicemail Pin ?

Email Address ?

@sd61.bc.ca

Pager Email Address ?

user@domain.tld

Email Attachment ?

On

Delete Voicemail ?

Off

Play CID ?

Off

Auto-Refresh ?

Enable

Play Envelope ?

Off

You can verify that this setting has saved by calling into your voicemail at this time. Pickup the handset, and press the “Voicemail” or “Messages” button on the IP phone.