

# Voicemail

Last Modified on 10/16/2024 2:55 pm EDT

## MultiLine

Read this to set up your voicemail. Learn how to record your voicemail greeting and listen to voicemails.

### Overview

The MultiLine application provides you a separate voicemail to use for your business calling. You have three options: the default message, a custom message, and a message that includes audio of you speaking your name.

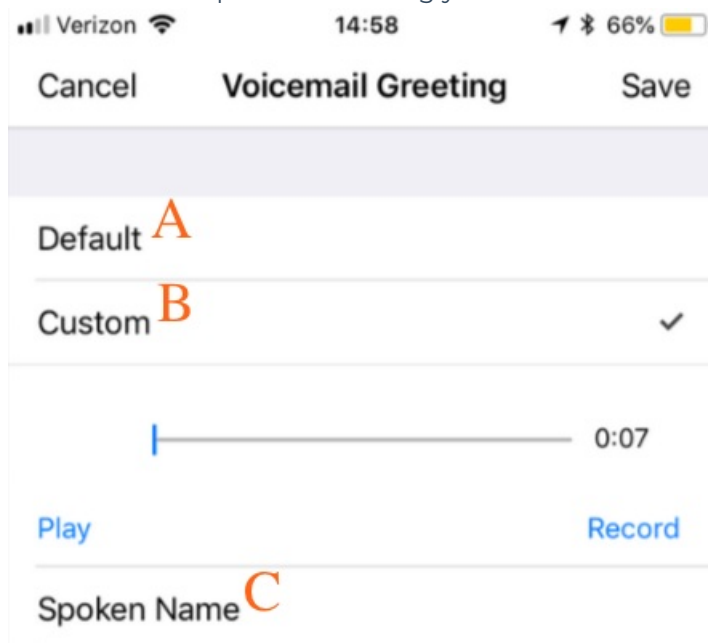
### Before you start

- You need to be connected to the internet when updating your Voicemail greeting.
- Your organization can turn off voicemail features. If so, you may not see all the options described here.

### Record your Voicemail greeting

Use **Voicemail Greeting** from the **Settings** menu to set up a voicemail greeting.

1. Select Settings from the bottom menu.
2. Tap **Settings**.
3. Tap **Voicemail Greeting**.
4. You have three options for setting your Voicemail Greeting:



A. **Default:** This application comes with a default setting that callers will hear when leaving a


voicemail. For an example MultiLine number "+15555555555", the greeting is "You have reached +15555555555, please leave your message after the tone".

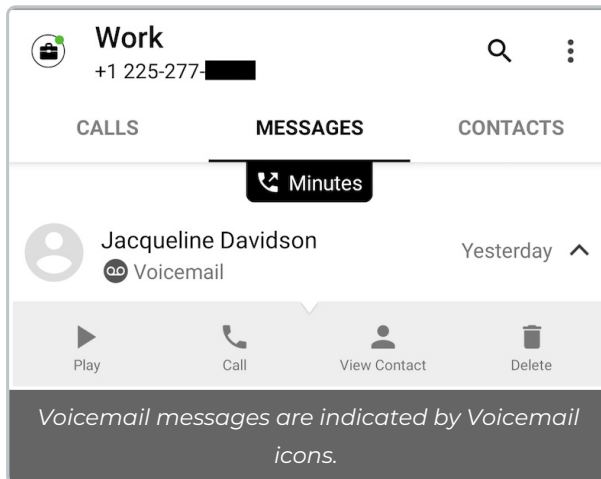
B. **Custom:** Allows the user to set a customized voicemail greeting. Once you have recorded a voicemail greeting, you can hit **Play** to listen to it, or **Record** if you want to re-do it. This can be done or redone at any time.

C. **Spoken Name:** Allows the user to record their name. Once you have recorded your name, you can hit **Play** to listen to it, or **Record** if you want to re-do it. This can be done or redone at any time.

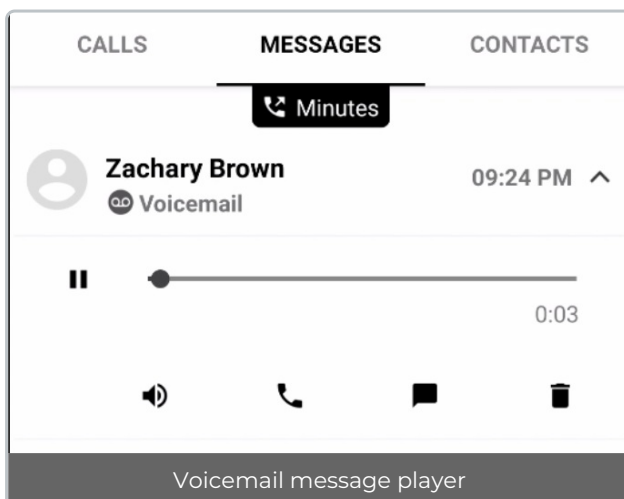
## Listen to Voicemails



Your voicemail messages appear alongside SMS messages in Messages. Tap a voicemail message to open the message in the voicemail message player.




1. Go to the **Messages** tab and find a Voicemail message. *Voicemail messages are indicated by Voicemail icons.*  Voicemail



2. Tap the menu down arrow to expose the options, then tap **Play**.



3. The voicemail message player has several options for playback:
  -  Play/Pause: Tap **Play/Pause** icon to start and stop the voicemail message playback.
  -  Speaker: Tap to use the speaker phone to play the message.

-  Call: Tap to call the party back.
-  Speech-bubble: Tap to message the party back.
-  Delete: Tap to delete the message.

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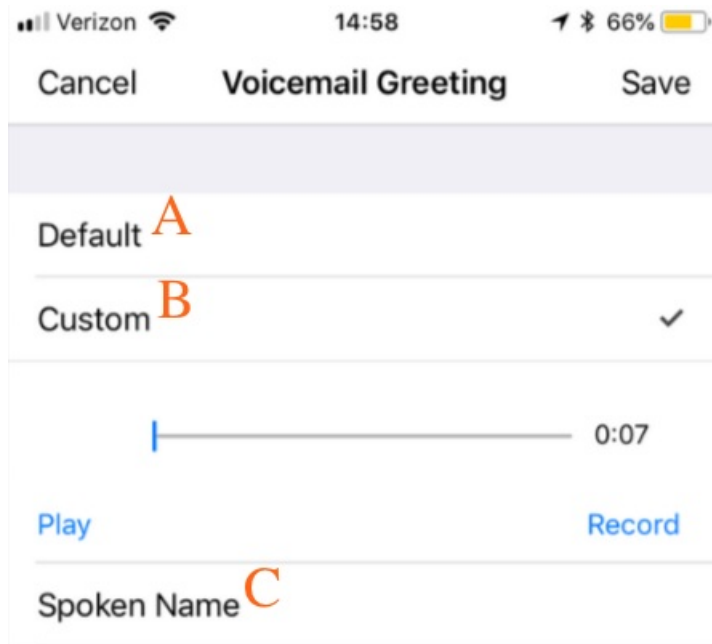
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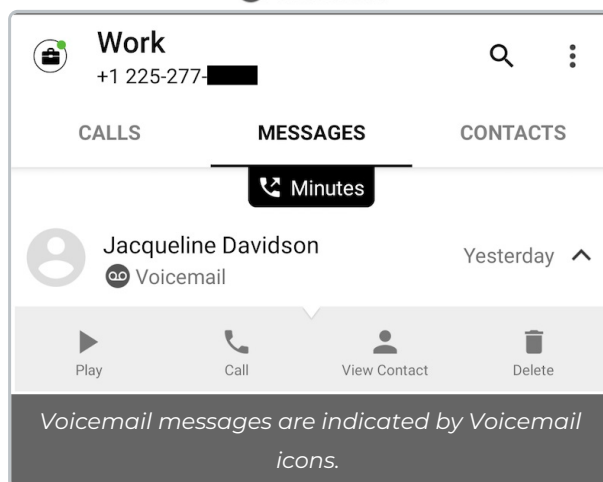
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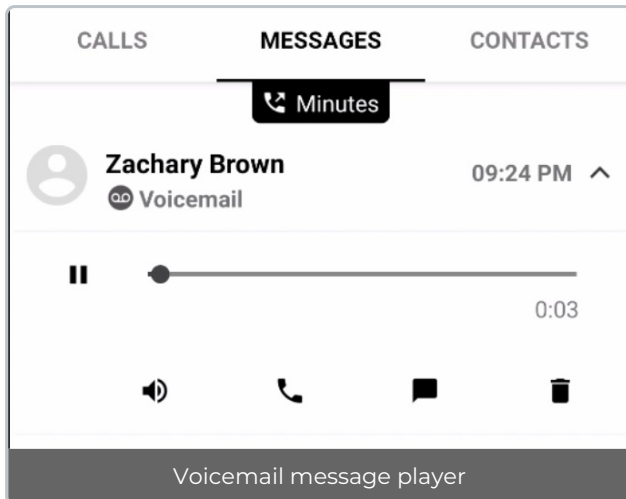
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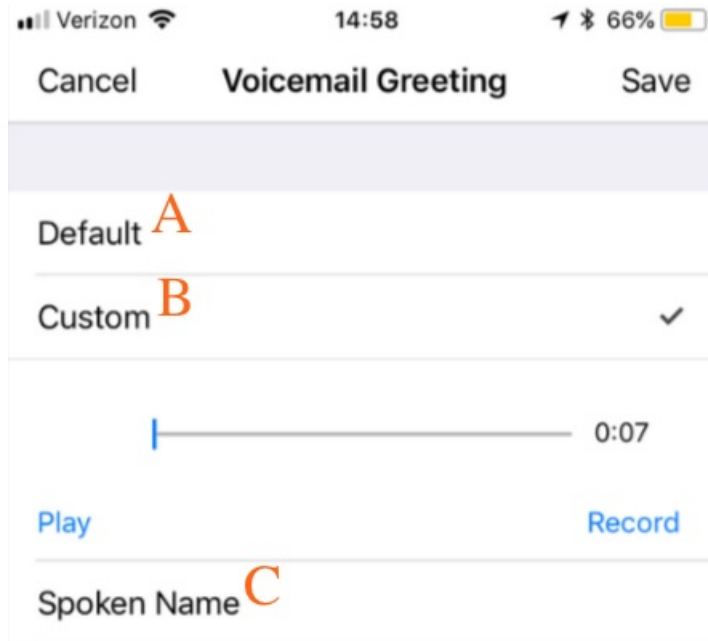
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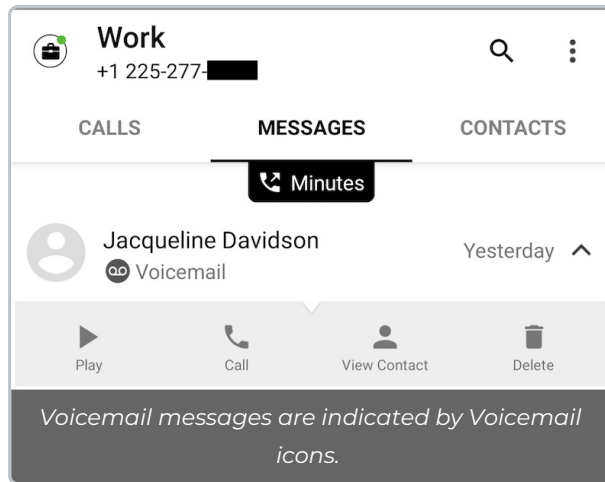


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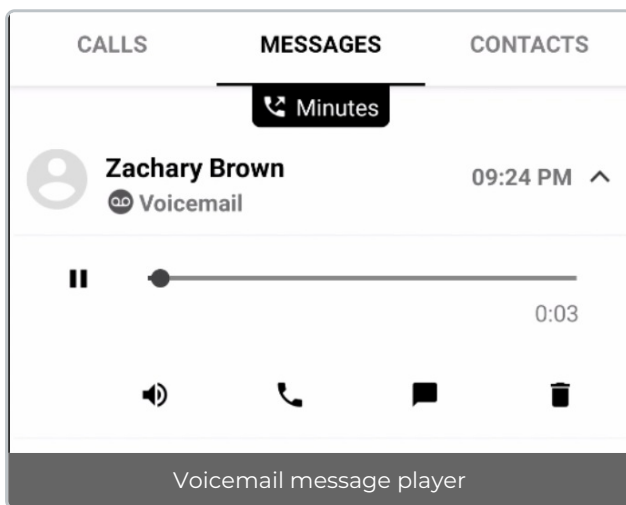
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