

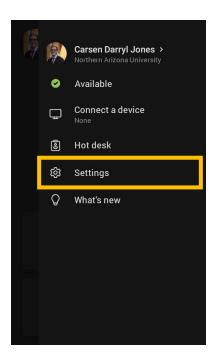
Training Development and Technology Adoption

Setting up your Voicemail

On a Yealink MP54 Desk Phone

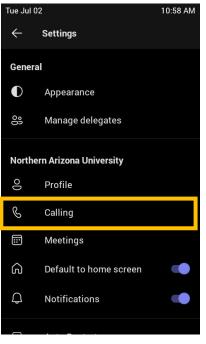


1. From the home screen, tap on your profile icon.



2. Tap on Settings

Have questions? Call the Service Desk 928.523.3335 or open a Service Now ticket



3. Tap Calling

Tue Jul 02	11:00 AM
Calling Northern Arizona University	
Call forwarding	
Also ring	Off
If unanswered	Voicemail
Voicemail	
Change voicemail greetings Voicemails will show in the calling app with audio playback and transcript	
	n audio
	n audio
playback and transcript	n audio Default
playback and transcript	

4. Tap Change voicemail greetings

Tue Jul 02	11:01 AM	
\leftarrow		
Calling		
Voicemail		
Microsoft Teams audio		
	۲	
Hold	Transfer	
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Mic on	More	
← End call		

 Tapping this button will start a call with the automated Teams Voicemail assistant.
Follow the verbal steps provided from the automated assistant to record and save a voicemail greeting.

If you need further assistance, please view our other Microsoft Teams training videos or contact the Service Desk at 928-523-3335.