

SmartMessage Enterprise QUICK START

LOGGING IN



1. Dial your AccessLine Number.
2. During the greeting, enter your PIN.
(You are now in the Main Directory.)



1. Go to www.accessline.com
2. Enter your AccessLine Number and PIN.
3. Click

VOICEMAIL



Touch from the Main Directory to manage and listen to voicemail.

- Touch to delete voicemail
 Touch to save voicemail.
 Touch to after listening to a voicemail to instantly call the person back.



Click to access voicemail.

Click the icon of the voicemail you want to hear.

FAXING



- Touch from the Main Directory to access faxes.
- Touch to forward all new faxes to a fax machine.
- Touch to forward all previously delivered faxes.
- Touch to forward an individual fax.



Click to manage faxes.

To view a fax, click or of the fax you want to view.

SENDING GROUP MESSAGES



Touch from the Main Directory or Voicemail Directory. Follow the recorded instructions.

PLACING CALLS



Touch from the Main Directory to place a call. When promoted, enter the phone number. Or, touch to use Dial By Name

RESERVING CONFERENCE CALLS



Touch from the Main Directory to reserve a conference call. Follow the recorded instructions.



Click to access conference calling.

Click

HELP

For additional information, please visit the Help section of your AccessLine Web account or contact Customer Service at 1-877-880-0055.