

VOICEMAIL INSTRUCTIONS

Getting Started with WebMessageSM

This voicemail instruction guide will help you:

1. Use the Integra WebMessageSM Voicemail Inbox
2. Set up email notifications; Forward voicemail to your email
3. Set up fax forwarding to email

TO BEGIN

- Login to Integra's WebMessageSM voicemail portal: <https://webvm.integra.net>
- Enter your Subscriber Number: (10-digit mailbox number) and then enter your PIN (Password). The same password is used for both the phone interface and the WebMessageSM interface.

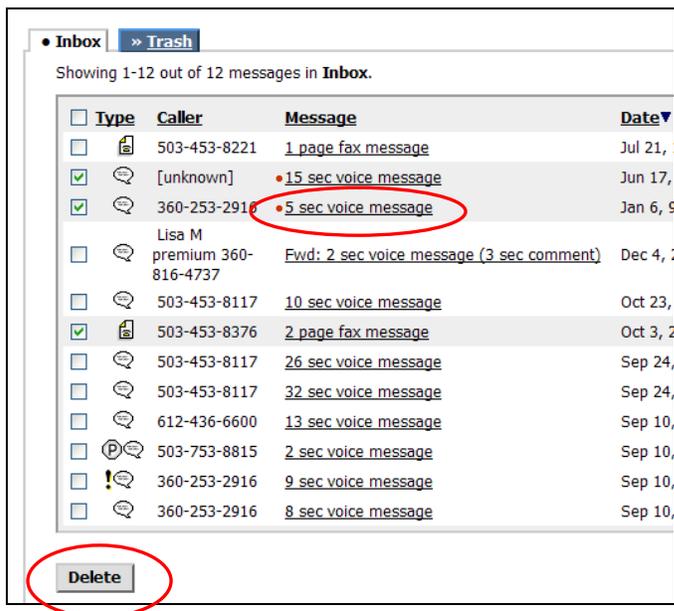


The screenshot shows the login interface for the Integra WebMessage voicemail portal. At the top left is the Integra Telecom logo. The main heading is "WebMessageSM". Below this, there are two input fields: "Subscriber Number" with the value "360-816-4737" and "PIN" with a masked password of "*****". A "Login" button is located at the bottom right of the form.

I. Using the Integra WebMessageSM Voicemail Inbox

You can open, forward, save and delete messages that are in your WebMessageSM voicemail *Inbox* or in your *Trash* box. After logging in to the portal, go to *Messages*. It will open to the *Inbox* tab.

- **TO OPEN A FAX OR VOICE MESSAGE:** Double click on the underlined message information.
- **TO DELETE MESSAGES:** Select messages for deletion, and click on the *Delete* button at the bottom of the screen.



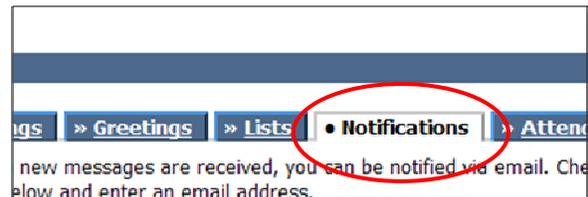
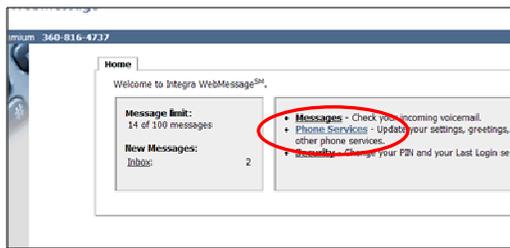
NOTE: Your Integra voicemail box will store up to 100 messages. Messages in *Trash* do not count against this total. All messages older than 60 days will be deleted by the system

2. Setting up email notifications; Forward voicemail to your email

Integra's voice messaging solution allows you to receive email notification of incoming messages. An audio file of the message can be included in the notification email.

STEP 1

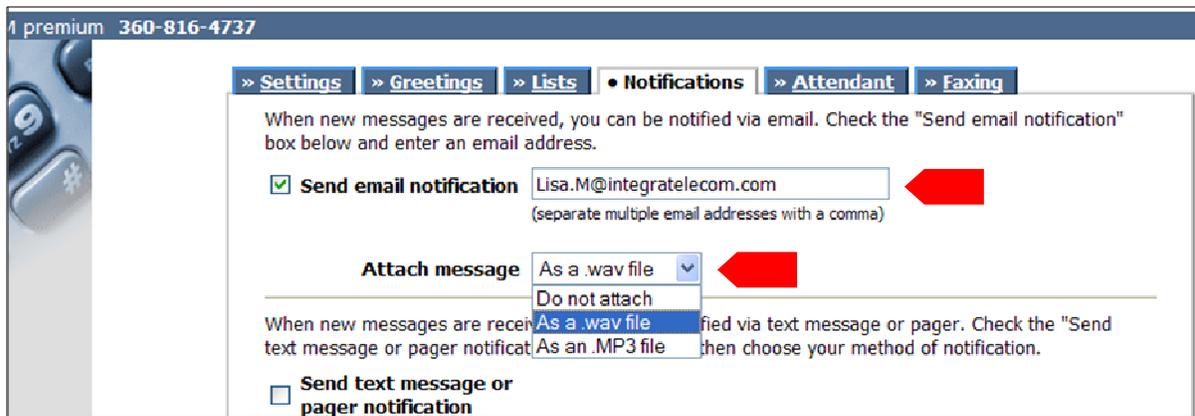
- Click on *Phone Services*, click on the *Notifications* tab.



STEP 2

- Check the *Send email notification* box.
- Enter the email address that will receive the notification.

NOTE: Notifications can be sent to more than one email address (not to exceed 120 characters). Use a comma to separate multiple email addresses.
- In the *Attach message* drop down menu, select your audio file preference. Select *Do not attach* if you prefer not to receive an audio file with your notification.



STEP 3

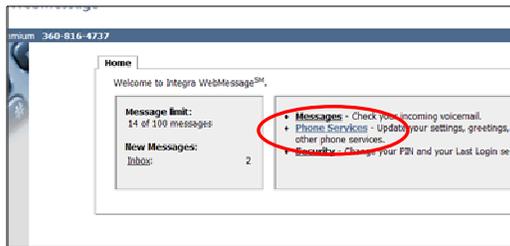
- IMPORTANT:** You must click the *Update* button at the bottom of the page to save your settings.

3. Forwarding Faxes to Email

Integra's voicemail platform allows you to automatically forward incoming faxes to one or more email addresses.

STEP 1

- Click on *Phone Services*, then click on the *Faxing* tab.



STEP 2

- Select the *Enable Automatic Fax Forwarding* check box
- In the *Forward to Email* text box, enter the email address to which you would like faxes forwarded.

NOTE: Faxes can be forwarded to more than one email address as long as the limit of 120 characters is not exceeded. Use a comma to separate multiple email addresses.

- Select your file format preference to receive your fax.
- Select whether you want to have the fax saved in your Integra voicemail *Inbox* after forwarding or immediately moved to *Trash*.

STEP 3

- **IMPORTANT:** You must click the *Update* button at the bottom of the page to save your settings.

If you have any questions, please contact the Agency Helpdesk