

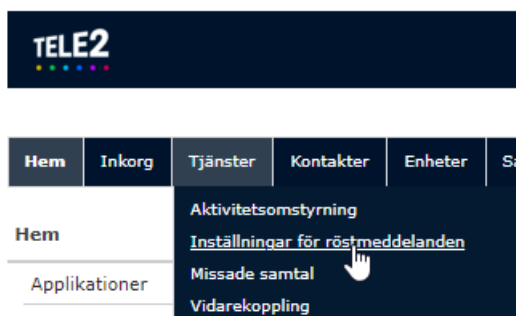
Settings for voicemail and missed calls

Via Tele2Växel, you as staff can make several settings for, among other things, voicemail and missed calls. The settings are made on the tele2vaxel.se page where you log in with your JU phone number, including country code (+46), as a username and a password of your choice. Unfortunately the page is not available in English. The first time you need to click on the link **Begär lösenord** (Request password) and then fill in your JU phone number as Användarnamn (Username). The website uses the same login details as the Tele2Växel app which is available on all JU mobiles, so if you have activated an account there, those login details apply.



Settings

Hover with your pointer over *Tjänster* (Services) in the menu and select the option *Inställningar för röstbrevmeddelanden* (Settings for voicemail).



At this page you can choose whether the message should include the type of activity the phone reference applies to (e.g. meeting, lecture, vacation) and whether the end time should be included (dropdown 1 and 2 Yes/No). You can also make certain settings regarding forwarding to the switchboard.

Then you can select how you want to be notified about new voicemails. You can get notifications by SMS and/or email (dropdown 5 Yes/No). If you choose to get notifications by email you can also choose if the message should be attached or not (dropdown 6 Yes/No/Yes, attach voice message). Default is notification by email, with attached message.

New messages is always accessible through Voicemail in the left menu in the Tele2Växel app on your JU phone. You can also see any missed calls via the option Call Log.

The voicemail is activated as default for all subscriptions. If you want to deactivate it, post a case to IT Helpdesk.

Via *Tjänster* (Services) and the option *Missade samtal* (Missed calls) you can choose if you want to receive an SMS when you've missed a call. You will get an SMS both if your phone has an absence message and if you didn't have time to answer.

