

Guide to setting up and using your voicemail

Setting up your voicemail

The Goodtel voicemail mailbox is accessed by dialling 101 from your mobile phone. The first time you access the mailbox you will be prompted to set up the mailbox.

When calling 101 for the first time you will be asked to:

1. Set a PIN for the mailbox.

Note: The PIN must be 6 digits and cannot be repeated or serial/consecutive numbers.

2. Record and save your name and personal greeting

Listening to messages

When listening to messages the following options are available:

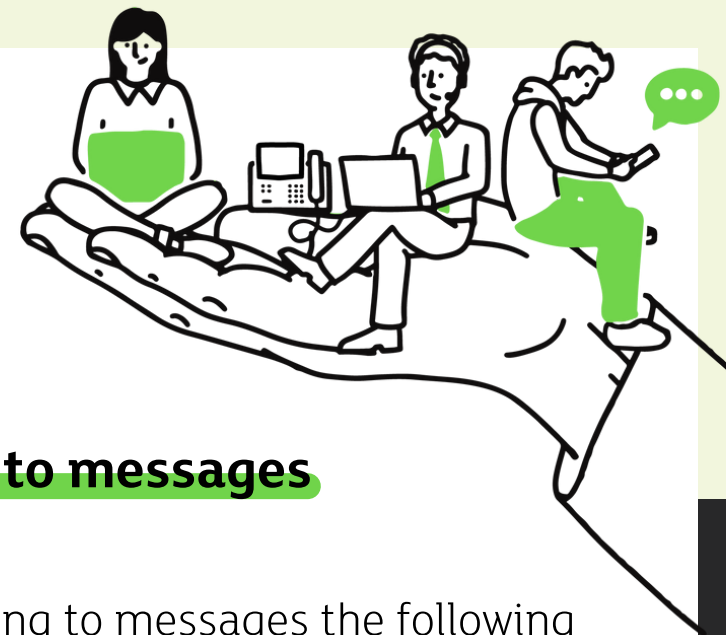
Press 1 - Listen to the message again

Press 2 - Save the message

Press 3 - Delete the message

Press 4 - Listen to the next message

Press 5 - Listen to the previous message



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Accessing messages remotely

A mailbox can be remotely accessed from another phone to either manage mailbox settings or playback messages.

To access your mailbox remotely:

- Call your mobile phone number
- When the voicemail greeting is played press ## on the phone, then your voicemail PIN and then # again.
- You will now have access to your voicemail box to change settings or listen to messages

Goodtel Customer Service

Email Support

orders@goodtel.com.au

Mon-Fri 9am-530pm AEST

Phone Support

1800 114 663

(Mon-Fri 8am-10pm and
Weekends 9am-5pm AEST)

goodtel.com.au

