



**ALLIANCE**  
TECHNOLOGY GROUP

## Welcome to Pliant VX: Quick Start

### LOGGING IN TO YOUR EXTENSION

1. Enter your extension number.
2. Your Security Pin is your office's five-digit ZIP code.

### VOICEMAIL SETUP

#### **Before you begin:**

Select a voicemail password of 4 digits or more. Your password cannot be your extension number, repeated numbers (1111), or consecutive numbers (1234).

Prepare your voicemail greeting. For example:

*"Thank you for calling Acme Retail. You've reached the desk of John Smith. I'm unable to take your call at the moment. Please leave me a message, and I'll return your call at my earliest convenience."*

#### **Setup Voicemail**

1. Lift the phone handset and dial the Voicemail Access code [\*17].
2. Dial your extension number and [#].
3. When prompted for your password, press [#].
4. Enter a new password and press [#].
5. Re-enter the new password and press [#].
6. Follow the prompts to record your name, e.g., "John Smith".
7. You will be brought to the Activity Menu (Main Menu).
8. Press [3] to access the Personal Greeting settings.
9. Press [1] to record your greeting.
10. Enter greeting number [1].
11. Record your greeting after the tone. When you have finished, press [#].
12. Press [1] to activate the greeting for all calls.
13. Disconnect

The voicemail system supports up to 9 personal greetings that can be recorded and used for different call types. Please refer to the 'Using Voicemail Pro in Intuity Mode' guide distributed as part of your welcome packet for further details.



## **MAKING CALLS**

### **To Other Extensions**

To make a call to another extension, simply dial the extension number.

### **Outbound Domestic Calls**

The system has been configured to support 10-digit dialing, similar to how you make calls from a mobile phone. You do **not** need to dial a prefix such as '9' to make an outside call, nor do you need to dial a '1' for long-distance calls.

### **Outbound International Calls**

If your profile is permitted to make international calls, dial '011' followed by the international phone number.