

## Entry - Setting up Video Voicemail

### Requirements

- Entry v2.12 or higher
- See [www.paxton.info/720](http://www.paxton.info/720) for the minimum PC specifications and compatibility statement

### Recording a new greeting

1. Touch 'Settings'
2. Touch 'Messages'
3. Touch 'Greeting' - touch  to record the greeting
4. Touch  when finished
5. Touch  to review
6. Touch accept to accept the recording

**Note:** Video Voicemail will not work until a new greeting has been recorded

### Enabling video voicemail at the monitor

1. Touch 'Settings'
2. Touch 'Messages'
3. Touch 'On/Off'
4. Touch 'Yes' to enable Video Voicemail

**Note:** Only one monitor with the same ID can be used for Video Voicemail at any one time

### Retrieving a video message from a monitor

1. Touch 'messages'
  - Messages are displayed in a list format
  - Messages in bold are unread/listened to
2. Touch  button to view a video message
3. Touch  to delete message
4. Use scroll keys to move to next/previous messages
5. A monitor will hold up to 20 messages and are replaced on a 'first in, first out' basis once full



## Changing the nominated Video Voicemail monitor

1. Disable Video Voicemail at the original monitor
2. Repeat steps in monitor setup at new monitor
3. Messages at the previous monitor will be held and can be viewed if Video Voicemail is re-enabled

