

# Voicemail Settings (User Portal)

Last Modified on 03/16/2026 7:43 pm EDT

## Voicemail settings

- Voicemail Password: Used to log in to listen to your voicemail. Between 4 to 12 digits. 0-9, \*, #. See [Voicemail Password](#).
- E-mail Notification: When a new voice message is received, send Text Only or Attach Voice File. If Disable is selected, no email notifications will be sent.
- Automatic Delete: Not Used by default; can only be set to Used when E-mail Notification is set to 'Attach Voice File'.
  - When set to 'Used' and an email notification is sent, the voice message is deleted from the voicemail inbox.
- Play Order (Phone): Order in which voice messages will be played, Oldest First or Newest First.
- Date&time Skip: Choose Not Skip to play the message date and time stamp before the message. Choose Skip to play only the message.
- Encryption: Encrypts the voicemail message.
  - When setting this to use, the voicemail message cannot be attached directly to an email notification. If you set E-Mail Notification to 'Attach Voice File', you get a notification email with a direct download link to the voicemail.
  - **IMPORTANT:** If you set Encryption to 'Use', set E-mail Notification to 'Attache Voice File' and set Automatic Delete to 'Use', you will get an email notification with a direct download link and from appearances, your message key won't light on your phone. It is not known exactly how long the download link remains good; but Vertical does NOT recommend this combination of settings since the possibility of losing or overlooking such messages is much higher.
- Breakout Digit & Forward Destination: - this feature is defined here: [Breakout from Personal Voicemail](#)
- Voice Title File: This is an optional title can be used when you leave a message for another user on the system.

### Voicemail Setting

Number  ▼

<b>Voicemail Password *</b>	<input type="password" value="....."/>	Between 4 to 12 digits
<b>VoiceMail Prompt *</b>	Company Prompt ▼	
<b>E-mail Notification</b>	Disable ▼	
<b>Automatic Delete</b>	Not Used ▼	
<b>Play Order (Phone)</b>	Oldest First ▼	
<b>Date&amp;time Skip</b>	Skip ▼	
<b>Encryption</b>	Not used ▼	
<b>Breakout Digit</b>	<input type="text" value="1"/>	
<b>Forward Destination</b>	<input type="text" value="27701"/>	
<b>Voice Title File</b>	<input type="text"/> <input type="button" value="Browse"/>	(Wave File, 8kHz, 16bit, Mono, PCM, Filename length under 60bytes)

