

VOICE MAIL INSTRUCTIONS

FIRST TIME ENROLLMENT if you SHARE your phone number:

Dial 5555

When it asks for your ID it is NOT your extension number. Your secretary will give the number to you—it will most likely be a number in the 7000-7999 range.

Enter the * key and that 4 digit number and the # key.

Password is 12345# until you set up your mailbox and change it to whatever 4 digit number you want.

System will then talk you through putting on your name verification, recording a greeting and changing your password to one you choose.

RETRIEVING YOUR VOICEMAIL

Dial 5555

Enter *7000(example only) and the # key

Enter your password and the # key

Press 1 to listen to voicemail

Press 2 to save voicemail

Press 3 to delete the voicemail