

VOICE MAIL INSTRUCTIONS

FIRST TIME ENROLLMENT if you have your OWN phone and do not share the line:

Dial 5555

When it asks for your ID it is your extension number and # 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 your ID & # key

Enter password & # key

Press 1 to listen to voicemail

Press 2 to save the voicemail

Press 3 to Delete the voicemail