



Voicemail User Reference

To log in for the first time:

1. Hit your message button or dial ***17**.
2. If you are dialing from your own extension, press **#**. Otherwise enter your extension number and press **#**.
3. Enter temporary password 843251 and press **#**
4. Record your name when you are prompted. You can record your name again at a later date.
5. Press **1** and at the tone, speak your name.
6. Press **1** again. Your recording is played back.
7. Either press **#** to accept the recording or **1** to record again.
8. After you log in, the voice prompts will guide you through the process.

Basic Mailbox Options

To access voice mail from outside the office:

- Dial your office number, press * R or *7 when you hear the system message
- Dial your extension number then # and password then #

From your desk phone press the "envelope" button

- Press 1 to record messages
- Press 2 to get messages
- Press 3 to record or change greeting
- Press 5 to change password and record name
- Press *4 for help at any time.
- Press *7 to return to the activity menu.