# Tidal Communications Voicemail User Reference

**To log in for the first time:**

1. Press 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 OR

  From your desk phone press the “envelope” button
- Dial your extension number then # and password then #
- 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.