

Voice Mail User Guide

Setting Up Your Mailbox (First Time Logging In)

Prior to setup have your voicemail greeting prepared

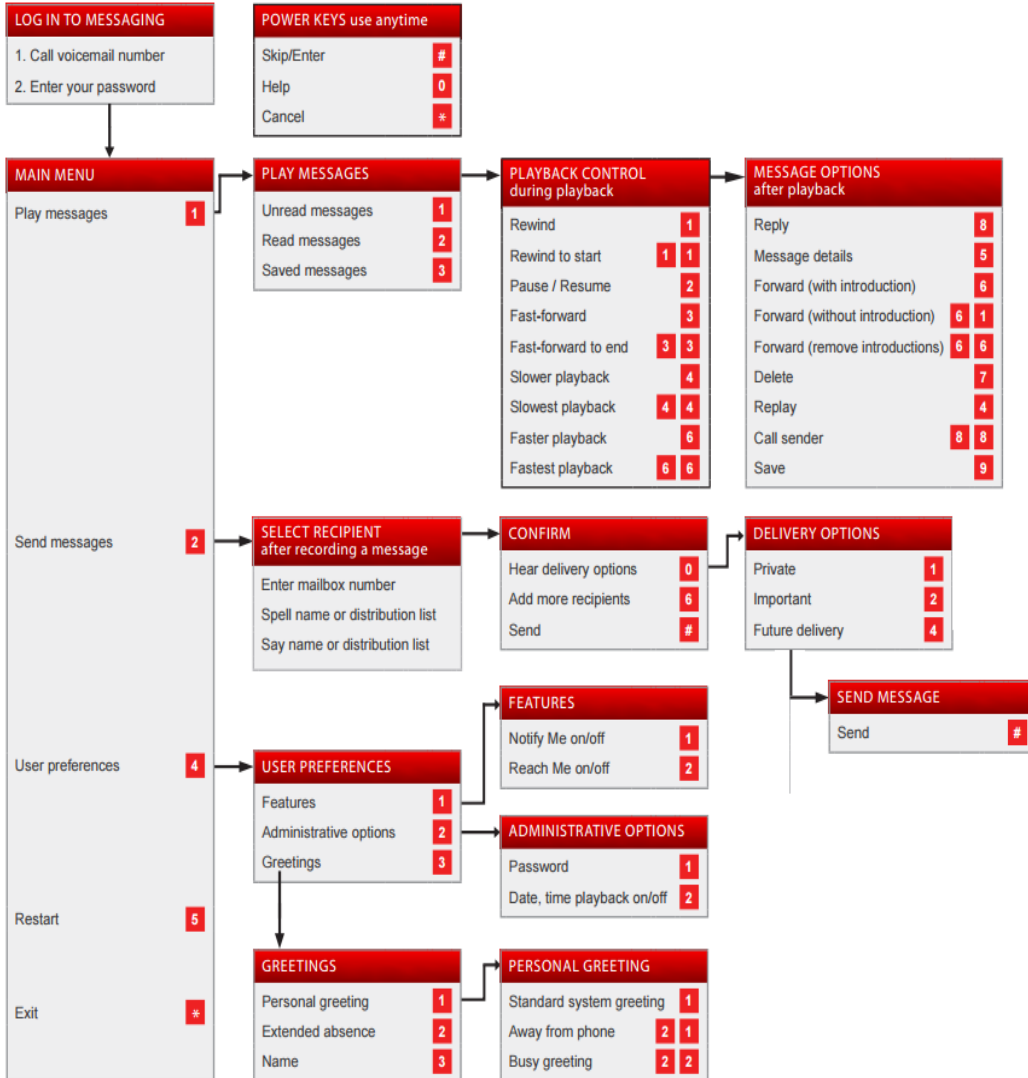
1. From your extension press the **Message Button**
2. You will be asked for your password.

For the first time your **default password is (check with admin)** Press [#]

3. You will be asked to enter and confirm a new password of 4 digits or more and Press [#]
4. You will be brought to the **Activity Menu** with the system greeting active.

! Your password cannot:

- begin with zero
- be the same as your extension
- be consecutive digits
- be a single repeated digit



Recorded Name

- Press **Message Button**
- Enter **Password**
- **Press 4**
- To change name **Press 3**
- Press [#] to accept

Checking Your Messages

To Access From Your Phone

- Press the **Voice Mail/Messages** button
- You will hear your name
- Enter your password followed by [#].

To Access Your Mailbox from Another User's Phone OR a Group Mailbox

- Dial VM extension
- Press [*] and then [#]
- Enter the mailbox number followed by [#].
- Enter your password followed by [#].

To Access Your Mailbox from an Off Site Location

- Dial **Your Remote VM Access Number**
- Press [#]
- Enter the mailbox number followed by [#].
- Enter your password followed by [#].

Once you're logged in **Press 2**

POWER KEYS use anytime

Skip/Enter	#
Help	0
Cancel	*

Mailbox Greetings

Creating/Changing a greeting

- From **Activity Menu** press [4]
- Record greeting by pressing [3]
- Enter a greeting number [1] for **Personal**, [2] for **Extended Absence**
- Press [1] to record/change system greeting
- Press [#] to approve