



## **VOICE MAIL INSTRUCTIONS**

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### **First Time Use**

Dial 682-0000 (or 682-1000 or 682-9399 depending on the platform you are on)

Enter pin number **2468** & Press #

You are now in the Main Menu

*Your mailbox has been setup with a system standard greeting already in place. You may keep this greeting or choose one of the other greeting options listed below.*

*The 2468 pin is the system password. You may keep this pin number or change it to a personal pin number. See instructions below.*

### **Listen To Your Messages**

*If you are accessing through your desk phone you will not be asked to enter your mailbox number. It will automatically be recognized.*

Dial 682-0000 (or 682-1000 or 682-9399 depending on the platform you are on)

Enter your pin number

*If you are accessing through any other number*

Dial 682-0000 (or 682-1000 or 682-9399 depending on the platform you are on)

Enter your 10-digit mailbox number & Press #

Enter your pin number & Press #

**Press 1** to Listen

**Press 2** to Save

**Press 3** to Delete

**Press 4** to Reply

**Press 5** to send a copy (forward)

**Press #** will keep message as NEW

### **Establishing a Greeting:**

Dial 682-0000 (or 682-1000 or 682-9399 depending on the platform you are on) and login to system

Press 3

Personal greeting Press 1- will prompt you to record greeting, press # to end recording.

Extended absence greeting Press 2

For system automated greeting or to change name greeting Press 3

Busy greeting Press 5

To exit Press \*

### **Change Password**

**Dial 682-0000** (or 682-1000 or 682-9399 depending on the platform you are on) **and login to system**

**Press 4**

**Press 3**

**Press 1** for password