Voicemail Instructions

Logging in from YOUR PHONE

Press the "Message" button.

If prompted, enter your password followed by #.

Logging in from SOMEONE ELSE'S PHONE

Dial *96 followed by your extension number.

Enter your password followed by #.

Logging in from OUTSIDE

Call into your mailbox.

While your greeting is playing press the * (star) key.

Enter your password followed by #.

Recording you name

Log into your mailbox.

Press 0 for Mailbox options

Press 3 to Record your name

Record at the tone, press # when complete.

Press 1 to accept the recording.

Recording your Unavailable greeting

Log into your mailbox.

Press 0 for Mailbox options.

Press 1 to record your Unavailable message

Record at the tone, press # when complete.

Press 1 to accept the recording

Recording your Busy greeting

Log into your mailbox.

Press 0 for Mailbox options.

Press 2 to record your Busy message

Record at the tone, press # when complete.

Press 1 to accept the recording.

Recording your Temporary Greeting

Log into your mailbox.

Press 0 for Mailbox options.

Press 4 to record your Temporary message

Record at the tone, press # when complete.

Press 1 to accept the recording.

Remove your Temporary Greeting

Log into your mailbox.

Press 0 for Mailbox options.

Press 4 to record your Temporary message

Press 2 to Erase your temporary greeting.

Changing your mailbox password

Log into your mailbox.

Press 0 for Mailbox Options

Press 5 to change password

Enter password followed by #

Confirm Password followed by #

Listening to Your Messages

Log into your mailbox.

Press 1 for NEW messages.

The system begins by playing the "envelope" information, then it plays the message.

Once the message is played you will be presented with the following options.

3 for Advanced Options

5 to Repeat the message

7 to Delete the message

8 to Forward the message

9 to Save the message

> You will be prompted to choose which folder to save the message to ...
>
> 0—New
>
> 1—Old
>
> 2—Work
>
> 3—Family
>
> 4—Friends
>
> # to cancel.