Accessing Your Mailbox:

- Lift Handset (or press speaker key)
- Press your **Message** key **OR** if accessing your mbox from another phone:
- Dial __300__ , you will then be prompted to enter your mailbox number

Setting a Security Code:

1. Press your **Message** key
2. Press **67**
3. Press **7**
4. Enter new 4 digit security code ****DO NOT** use passwords like 1234 or 1111 (note: system will repeat the security code out loud back to you to confirm)
5. Follow Prompts

Recording Your Personal Greeting

1. Press your **Message** key
2. Press **Greet** (or press **4** on dial pad)
3. Choose greeting you'd like to record: **Gr 1**("in the office"), **Gr 2** ("Out of Office") **OR** **Gr 3** ("Holiday")
4. Press **Rec** (or press **7** on dial pad), press **#** to end recording
5. Press **Lstn** (or press **5** on dial pad) to review greeting or **Rec** to re-record

Example Script:

"You have reached_____. Please leave a detailed message and I will return your call as soon as possible. To reach reception, press 0. Thank you."

Listening to Voicemail Messages

1. Press your **Message** key
   - Press **5** on dial pad **OR** **Lstn** soft key to **Listen**
   - Press **3** on dial pad **OR** **Erase** soft key to **Erase**
   - Press **72** on dial pad to **Save**
   - Press **2** on dial pad **OR** **RPT** soft key to **rewind** (5 seconds)
   - Press **4** to **Fast Forward** (5 seconds)
   - Press **63** to **Forward** message to **another mailbox**
   - Press **84** to hear **date and time**
   - Press **5** on dial pad **OR** **Next** soft key to **skip** to **Next** message

Access Your Voicemail From Off Site:

1. **Call the main number** (or side door *if* applicable). When auto attendant greeting begins:
2. Press **#** key followed by your **Extension Number** ex. #101

Note: If an employee answers, have them transfer you in to voicemail by pressing **transfer**, dialing **300**, and then **hanging up** (you will then follow step 2)