




Accessing Your Mailbox:

- Press your **Voicemail** key **OR** Press **Feature 981**
- Press  **Release** to hang up

Setting a Security Code:

1. Press your **Voicemail** key **OR** Press **Feature 981**
2. Press ***04**
3. **Enter** your **current password**, then press # (if you have no current password, just press #)
4. Enter **New** password (4 to 15 digits), then press # **DO NOT** use passwords like 1234 or 1111.
5. **Re-enter** your new **password**, then press #
6. Press  **Release** to hang up


Recording Your Personal Greeting

1. Press your **Voicemail** key **OR** Press **Feature 981**
2. Press **3** to **Edit**
3. Press **2** to **change** your greeting
4. When prompted, record your greeting
 - a. To **stop** recording, press **2**
 - b. To **listen** to your greeting, press **1**
 - i. To **Save**, press **3**
 - ii. to **Re-Record**, press **2**
 - iii. To **Save** the greeting as a **Continuous Loop**, press **4** (the caller can't leave a message. When selecting this option, to cancel it you must re-record your greeting)
5. Press  **Release** to hang up

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."

Recording Your Name for the Company Directory

1. Press your **Voicemail** key **OR** Press **Feature 981**
2. Press ***05**
3. Press **2** to **Change**
4. When ready, **Record** Name at the tone (only your name), press **2** when **finished**
 - a. Press **1** to **Listen**
 - b. Press **2** to **re record**
 - c. Press **3** to **save**
5. Press  **Release** to hang up

Listening To Voicemail Messages

1. Press your **Voicemail** key **OR** Press **Feature 981**

Note: If you have any **New** message the system start playing them

- To play **Old** message, press **1**
- To play **Save** messages **2**

While listening to a message:

- To **Erase** , press **4**
- To **Save**, press **5**
- To **Rewind**, press *****
- To **Fast Forward**, press **#**
- To **Forward** message to **another mailbox**, press **6**
- To **Skip** to **Next** message, press **9**
- To **Call Back** sender, press ******
- To mark as **New**, press ***06**

2. Press  **Release** to hang up

Accessing Your Voicemail From Off Site:

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

Listening to Messages:

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

- To play **OLD** message, press **1**
- To play **SAVED** messages **2**

While listening to a message:

- To **ERASE** , press **4**
- To **SAVE**, press **5**
- To **REWIND**, press *****
- To **FAST FORWARD**, press **#**
- To **FORWARD** to **ANOTHER MAILBOX**, press **6**
- To **SKIP** to **NEXT** message, press **9**
- To **CALL BACK** sender, press ******
- To mark as **NEW**, press ***06**

Changing your Security Code from Off Site:

1. **Call the main number** (or direct line *if* applicable). When auto attendant greeting begins:
2. Press **#** key followed by your **Extension Number** ex. #101
3. Press **5** for **Personal Options**
4. Press **4** for **Password**
5. **Enter** your **new password**, followed by **#** (password can be from 4 to 15 digits and can't be common password such as 1234, 1111, 2580 etc.)
6. **Re-enter** your **new password** followed by **#**.

Note: You will not be required to enter a security code when accessing your voicemail from your own extension, only if accessing it from another phone or offsite

