



Voice Mail Quick Start Guide

Setting up your voice mail the first time:

From your own desk phone

1. Dial your own extension – or press the Message key found under the Green SEND key.
 2. Enter the default password '8642' and #
 3. Enter a new passcode at the (voice portal wizard) prompt*
 4. Re-enter your passcode at the prompt.
 5. Record your name at the prompt.
 6. To record your Greetings, press * after recording your name to return to the Main Menu. Press 1 to go to your Voicemail Box. Follow the Prompts to record Busy and No Answer Greeting.
- Initial setup is now complete.

Checking your Voice Mail

From your own desk phone

1. Dial your own extension:
2. Enter your password and #
3. Follow the prompts to retrieve voice mail, change profile settings, record greetings, etc.

From another phone in your office

1. Dial your own extension
2. When the outgoing message is heard press *
3. Enter your password and #

From an outside phone or cellular phone

Dial your Assigned Number

1. When the outgoing message is heard press *
2. Enter your password and #
3. Follow the prompts to retrieve voice mail, change profile settings, record greetings, etc

***VOICEMAIL PASSCODE RULES**

- cannot be the user's own extension
- cannot be the last 4 digits of the user's phone number
- cannot contain 3 or more repeated digits, for example 1113
- cannot contain more than 3 sequentially ascending digits or sequentially descending digits for example 1238, or 8762
- must be 4-8 digits