

VOICE MAIL MESSAGING

MAILBOX SETUP

- Dial your voice portal access number, or use the shortcut button on your device to access the voice portal
- Enter temporary passcode, followed by #
- When prompted, enter new passcode, followed by #
- Enter new passcode again, followed by #
- Record your first and last name for identification

PASSCODE RULES

For security purposes, your passcode must be between 6 and 8 digits, and must not contain:

- More than 2 repeated digits
- More than 2 consecutive digits
- Your own extension or phone number
- The reverse of your extension or phone number
- Your previous passcode
- The reverse of your previous passcode

RECORDING GREETINGS

- Access the voice portal
- Press 1 to access your voice mailbox
- Press 3 to record your No Answer greeting, or
- Press 4 to record your Busy greeting, or
- Press 5 to record your Extended Away greeting
- Record at the tone and press # when finished

RETRIEVING MESSAGES

- Access the voice portal
- Press * if you are not at your own phone, and enter your mailbox ID when prompted
- Enter your passcode, followed by #
- Press 1 to access your voice mailbox
- Press 1 to play your messages
 - Press 1 to Rewind 3 seconds
 - Press 2 to Repeat
 - Press 3 to Fast Forward 3 seconds
 - Press 6 to Forward to another mailbox
 - Press 7 to Delete
 - Press 9 to Save