

## Accessing Your Mailbox:

- Lift Handset (or press speaker key)
- Press your **VMsg** soft key(on display) **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 **VMsg** soft key
2. Press **67**
3. Press **7**
4. Enter new 4 digit security code **\*\*DO NOT** use passwords like 1234 or 1111. Follow Prompts:
  - a. Press **7** to always be prompted for a security **OR**
  - b. Press **6** to only be prompted for a security code when accessing your mailbox from off site

## Recording Your Name for the Company Directory

1. Press your **VMMSG** key
2. Enter **76**
3. Press **7** or **REC** (soft key); follow prompts

## Recording Your Personal Greeting

1. Press your **VMsg** soft 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 the voicemail of ..... 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 **VMsg** soft 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

## Accessing 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)

