

## **Getting Your Voice Mail from Home or Another Extension**

1. If calling from a remote location (ex: home, cell phone, or etc), call on the local number or 800 number. After getting the audix message, press \*, then you will be asked for your ID (your extension number) followed by the # sign. Then for your password. You should hear the voice saying how many messages you have.

Now from another extension (any campus).

1. Dial your extension.
2. When you hear your own greeting, saying you are not there or available, press the \* key.
3. You will then be asked for your ID. This is your extension number. Key in your extension number and press the # key.
4. You will then be asked for your password. Key this in and you should start receiving the voice telling you how many messages you have.

You can also change your regular or alternate message from home. Just do the above then take option 4 for set up options.