

Voice Mail

Logging into voice mail for the first time.

1. Press the messages button on the phone.
2. Phone asks for the password.
3. The password for the first time into voice mail will be sent to you via email.
4. The system welcomes you to voice mail and asks you to enter some information.
5. First asks you to record your name.
6. The system will walk you thru all the steps.
7. Next, the system wants you to record a message or choose the system one.
8. Next, you will be asked to enter a password.
9. You cannot use your extension number nor can you use the default password.
10. Let the system take you thru the steps and you will have your voice mail set up.

Subsequent Logins to Voice Mail

If you have messages, the light on the handset of the phone will be lit up. Also, there will be a message on the digital display saying you have so many messages. If that is not enough of an indication, the icon beside your extension number is shaped like an envelope.

To get the messages, press the message button on the phone. The system will ask for your password. Enter your password and let the system walk you thru receiving and deleting your messages.