



VOICE MAIL SETUP

Dial 2500*

You will then be prompted to enter:

(1) MAILBOX # (this would be your phone's extension)

(2) PASSWORD (for 1st time setup, enter your phone ext; you can later change this password)

Try using the phone extension as the password if you don't know what the old password was.

From this point, you can eventually select OPTION # 4:

To change:

- 1) PERSONAL GREETING
- 2) NAME
- 3) PASSWORD
- 4) MESSAGE ENVELOPE

You can select OPTION # 9 for additional settings/options

Helpdesk Voice Mail

Dial 2500

When she answers (while she's talking), press *

Enter 5911 for the mailbox number

Enter 5911 for the password, then press #

Use option 1 to listen to new messages

Please check for messages every few hours