

Voice Mail Set Up

**** You absolutely have to do these first steps to properly set up your voice mailbox ****

1. Access Voice Mail (programmed message button) [**VM MSG**]
2. The voice mail says “Enter your password”
3. Enter default password – **0000** (unless changed)
4. You will hear, “To record and send a message press 2, for additional options press 0, for personal services, press the # sign”.
 - a. Press **0 5 1** to record your Primary (No-Answer Greeting)
 - b. Press **0 5 7** to record your mailbox greeting
 - c. Press **# 7 1** to change your password
 - d. Press **# 7 2** to record your name
 - e. Press **# 7 3** to enter your name in directory

Accessing Voice Mail From Outside The Office

1. Call your main number or a telephone number answered by the Voice Mail System.
2. When the voice mail system answers the call, press **#** and your **extension/mailbox number**, the voice mail system will say “Please enter your password”.
3. Enter your password and then follow the prompts.

*Note: If someone in the office should answer your call and you want to check our voice mail messages, ask them to touch the voice mail transfer key and hang up or press transfer and dial the voice mail extension number. This is usually **519, 529, 549** or **579** depending on your system but does not specifically have to be.*