

The voice mailbox from the telephone system is for your own personal use. The first time that you will access it, a user tutorial will help you organize your voice mailbox. The tutorial will guide you through the first mailbox session; explain how to record a greeting and your name. Please ensure you complete all 3 steps.

User Options

- Once your voice mailbox has accepted your passcode, press 8 to access the user options menu.
- Press 4 to change your greeting.
- Press 6 to record your name.
- Press 7 to change your passcode.
- Press 8 to go through the user tutorial.
- Press 9 to exit to the main menu or from voice mail.
- Voicemail will be revoked if there are reports of obscenities in greetings or messages.

To Access Your Voice Mailbox

From Your Own Extension:

- Dial 7100 to access your mailbox.
- Enter your passcode when prompted.

From Another Extension:

- Dial 7100.
- Press the * key when prompted to enter a passcode.
- Enter your extension number followed by the * key.
- Enter your passcode when prompted.