
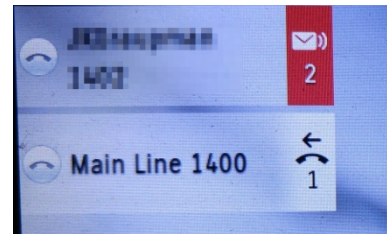


## How do I access my Voicemail?

There are three ways you will be notified that you have a new voicemail message.

1.) The red light on your receiver will be active

2.) There will be an envelope symbol  next to your name and extension on your phones display



3.) You will receive an email message in your inbox with the voicemail attached as an audio file. Playing this audio file and then deleting the message does NOT delete the message from your voicemail account. You will still need to access voicemail on your phone to delete the pending message.

### **How do I access my voicemail on my phone?**

When you have a new voicemail message or if you need to setup your voicemail account for the first time you will start with pressing the



Voicemail key

This will connect you to your voicemail account where you will be asked for a PIN number in order to access your messages.

If this is the first time you are accessing your voicemail the PIN will be the generic **1234**. You will then be prompted to enter your own 4 digit PIN followed by more prompts to help you setup a recorded name and a greeting.

Once you have setup your account any new messages will begin to play automatically. After listening to your message the operator will prompt you to choose what should happen to the message now that you've listened to it.

The prompts ask you to Press

- |                |                 |
|----------------|-----------------|
| 1.) To Repeat  | 6.) To Mark New |
| 2.) To Save    | 7.) To Forward  |
| 3.) To Delete  | 8.) Properties  |
| 4.) To Reply   | 9.) Cancel      |
| 5.) To Forward |                 |

Once you have deleted or saved your messages you are free to hang up at any time to end the call or press 9 to return to the main menu to listen to more setup options.