

VOICE MAIL INFORMATION

ACCESS VOICE MAIL:



Press the **MESSAGES** key on your phone.
Enter **your PIN** and #.
AS A NEW USER, your **default PIN is 0000**.

New users must complete a new user tutorial.
The new user tutorial will instruct you to:

- Record your name for the dial-by-name directory
- Record your standard greeting
- Enter a new PIN (*Minimum is 4-digits.*)

ACCESS VOICE MAIL (WHPS CLASSROOM PHONES):

Dial extension 7401

Press * (**star**)

Enter your ID (4 digit extension/mailbox number) and #

Enter your **voice mail PIN** and #

ALTERNATE VOICE MAIL ACCESS:

Not at your desk, dial extension 7401

Press * (**star**)

Enter your ID (4 digit extension/mailbox number) and #

Enter your **voice mail PIN** and #

REMOTE VOICE MAIL ACCESS:

Call **860-561-7401**

When the greeting answers, press * (**star**)

Enter your ID (4 digit extension/mailbox number) and #

Enter **your voicemail PIN** and #

EXPRESS MESSAGING:

From your phone, press * (**star**) and dial an extension/mailbox number. You will hear their mailbox greeting. You may **press #** to bypass the greeting & leave a message. Hang up to send.

CISCO VOICE MAIL FLOW CHART

