Access your voice mailbox by dialing 6000 or pressing the Envelope button on a desk phone.

The Voice Mail system will now guide you through the steps to set up your mailbox.

Your default password is your extension number.

You will need to press 8 (User options) to do the following:

- Press 7 to create a new Passcode (4 to 10 digits)
- Press 4 to record your mailbox Greeting
- Press 6 to record your Name

Suggested Greeting:

Hi, you've reached voice mail for ____________. I'm sorry that I'm not available to take your call at this moment. Please leave your contact information and the reason you called, and I will respond as soon as possible. Thank you.

{Remember to press the # key to tell the system when you are done recording.}

You may change your passcode, greeting, or name simply by going back into the 8 User options.

Your telephone is programmed to forward to the Voice Mail system upon a busy or no answer condition without any need for you to activate anything. A message light on your telephone will let you know when a message has been left for you in your mailbox.