

### FIRST TIME LOG IN FOR EXTENSIONS

- Press *Message* key or dial ext. 6400
- Press the # key if at your desk or enter your mailbox #
- Enter your default password, which is 12 + your mailbox number
- Press the # key
- You will be prompted to change your mailbox password

#### CHANGE YOUR PASSWORD:

- Press 84
- Enter your new password and # key
- Enter your new password again and the # key
- Enter your old password and # key

Note: Passwords must be a minimum of 4 digits and can be a maximum of 16 digits.

### FIRST TIME LOG IN FOR VOICEMAIL

- Dial ext. 6400
- Enter mailbox #
- Enter your default password, which is 12 + your mailbox number
- Press the # key
- You will be prompted to change your mailbox password

#### CHANGE YOUR PASSWORD:

- Press 84
- Enter your new password and # key
- Enter your new password again and the # key
- Enter your old password and # key

Note: Passwords must be a minimum of 4 digits and can be a maximum of 16 digits.

### TO LOG INTO YOUR MAILBOX

#### FROM YOUR DESK:

- Press message key or dial ext. 6400
- Press # key
- Enter your password and the # key

#### FROM ANOTHER DESK:

- Press *message* key or dial ext. 6400
- Enter your mailbox number and the # key
- Enter your password and the # key

### TO LOG INTO YOUR MAILBOX cont.

#### FROM OUTSIDE THE BUILDING:

- Dial 343-0055
- Dial 9 or 6400
- Enter your mailbox number and the # key
- Enter your password and the # key

### TO LOG INTO A VOICEMAIL BOX

#### FROM YOUR DESK:

- Dial 6400
- Enter mailbox number, then # key
- Enter your password, then # key

#### FROM ANOTHER DESK:

- Dial 6400
- Enter mailbox number, then # key
- Enter password, then # key

#### FROM OUTSIDE THE BUILDING:

- Dial 343-0055
- Dial 9
- Enter mailbox number, then # key
- Enter your password, then # key

### PLAYING MESSAGES

- **LOG INTO YOUR MAILBOX**
- Press 2 to play messages
- Press 76 to delete messages. Once you have documented the important information from that message you must delete it or the message will automatically save.
- If you delete a message by accident and have not hung up the receiver, you can retrieve the message by going back through your mailbox. Once you hang up, the message is gone and is not retrievable.

#### OTHER PLAY OPTIONS:

- Press 1: Skip back
- Press 2: Play
- Press 3: Skip forward
- Press 4: Play previous
- Press 6: Next message
- Press 71: Reply to message
- Press 73: Forward message
- Press \* : Help menu
- Press # : Pause message