



Setting up your Voicemail

Accessing Voicemail

➤ To access voicemail

1. Dial **5001** to access your voicemail box.
2. When prompted, enter your voicemail pin, **4300 by default**, and then press **#**.

➤ To access another person's mailbox

1. Dial **5000**.
2. When prompted, enter the other person's extension number.
3. Enter the voicemail PIN of the other person's mailbox, followed by **#**.

Setting Up Your Mailbox

The first time you log in to your mailbox you are walked through recording your name for the directory and recording your personal greeting. **Your password is defaulted 4300.**

The greeting plays when your mailbox is reached. It is very important to make a custom message, as many callers will not leave messages at mailboxes that have generic greetings