



## Voicemail Instructions

### INFORMATION:

Initial Passcode = 228228

### INITIAL SETUP - **RECORD NAME & GREETING**

- 2) Enter the initial passcode 228228
- 3) Follow prompts to reset your voicemail password
- 4) Once the voicemail password is reset, please follow the prompts to record your full name.
- 5) Choose Enter Voicemail Box Option 1.
- 6) Choose Record Greeting Option from Voice Prompt.
- 7) Once Greeting is recorded you exit the system.

### RETRIEVE VOICEMAILS:

#### INSIDE OFFICE

- 1) Press the "Messages" button on the physical phone
- 4) Enter the voicemail password (PASSCODE \_\_\_\_\_)
- 5) Press "1" to listen to your voice messages

#### OUTSIDE OFFICE

- 1) Dial your direct phone number
- 2) When you hear your greeting Press the \* Key
- 3) Enter the voicemail password (PASSCODE \_\_\_\_\_)
- 4) Press "1" to listen to your voice messages