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Basic Instructions For Your New Voice Mail Box (digital)

This is a very basic set of instructions. Refer to the flow chart or the booklet for detailed instructions. Your mailbox number is the same as your extension number.

The # (pound) key functions as an ENTER key. Press the pound key after you have entered your password to tell the system you are finished entering digits.

To access your mailbox within the office

Press the softkey below the **VMAIL** designation (or the numerical message count) on your display. When the system answers, it will recognize that you have called from the extension you are at. If you are at your phone, press your password (same as your mailbox number in default) then the (pound) # key.

After You Are In Voice Mail...

The system will start the tutorial the first time you access your mailbox. Record your name, greeting and change your password. You should put in the letters to correspond to the spelling of your last name so callers can find you in the directory.

At the end of the tutorial, press the (star) * key so it will be deleted.

The next time you access your mailbox, the tutorial will not be played if you have deleted it. If you have any new messages, **you can press 9 to go immediately to your first new message from the main menu.** You will be given all of your options at the end of each message. You can "type over" the recording if you know the option you would like at any time.

To access your mailbox outside the office

Call the main number. When the system answers, press the pound (#) key and follow the voiced instructions.

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