

# Voice mail and temporary voice mail

- You will need to perform the following to personalize your voicemail:
- 1. Dial into your voicemail (press the messages key on your phone or dial \*97)
- 2. Enter password default = 1234
- 3. Go into mailbox options (Press 0 from main menu)
- 4. Record your unavailable message (no answer)
- 5. Record your busy message (on another call)
- 6. Record your Name
- 7. Change your password

## Recording Temporary Messages (Vacation Message or Out of Office)

- 1. Dial into your voicemail (press the messages key on your phone or dial \*97)
- 2. Enter password
- 3. Go into mailbox options (0 from main menu)
- 4. Press Key 4 to access Temporary messages
- 5. Press Key 1 to Record Temporary Message or 2 to Delete Temporary messages

# How to access voicemail from home

External Voicemail Access (From outside the office)

To change or check your voicemail from a remote location:

- Dial your extension.
- Wait for your voicemail message to start playing and
- Hit "\*"
- Enter your password.

## Voicemail to Email

(This is an option you must request to have turned on)

- Any voicemail you receive will be forward to your email inbox as an attachment in .wav (wave audio format).
- You may need to mark the sender as "Safe" so it does not end up in your junk folder.