

Accessing voice mail from your phone

Press the **MESSAGE** key on your phone.

Or

Dial **6000**

Accessing voice mail from another phone

Dial **9-784-7000**

Changing your recorded name

1. Log into the voice mail system.
2. Press **4-3-2**.
3. At the tone, say your name.
4. Press **#**.

Changing your password

1. Log into the voice mail system.
2. Press **4-3-1**.
3. Enter your new password.
4. Enter your new password again to confirm it.
5. Press **#**.

Changing a greeting

1. Log into the voice mail system
2. Press **4-1-1**.
3. After you hear the current greeting, press **1** to record a new greeting or press **3** to record a different greeting.

Forwarding a message

1. After listening to a message, press **5**.
2. Enter the extension you wish to forward the message to.
3. Press **#**.
4. Press **#** again to accept the extension.
5. Record an introduction or press **#** to forward the message without an introduction.
6. A "message forwarded" message will play to confirm your message has been sent.