

Setting Up Voicemail for the 1st Time or Listening To Or Deleting Old Messages

Setting Up Voicemail for the 1st Time:

Have your message ready to be recorded before you start. Follow these instructions carefully.

1. Dial 6000
 - a. Enter the security code (your extension #) followed by the pound (#) sign

2. Follow the tutorial:
 - a. Enter username followed by '#' (do not record voicemail message here, this is your username only)
 - i. Will play back – accept or redo

 - b. Enter greeting followed by '#' sign (this is your voicemail message)
 - i. Will play back – accept or redo

 - c. Change (enter) security code (remember this)
 - i. Enter security code again

3. Enter '#' sign to exit

Listening To Or Deleting Old Messages

1. Dial 6000
 - a. Enter the security code (your extension #) followed by the pound (#) sign
 - b. Follow instructions to listen or delete