

Name _____ Extension/Mailbox Number _____

Your extension/mailbox has been set for you. Feel free to change any part of it.

Example of voice mail box greetings:

- a. You have reached the voice mailbox of _____ at extension _____. I am either on the phone or away from my desk at this time. Please leave a message after the tone, and I will return your call as soon as possible. If you need immediate assistance, please dial _____ now.
- b. Hi, this is _____ at extension _____. I can't take your call right now, but if you would leave a message after the tone, I will get back with you as soon as possible. If you need immediate assistance, dial _____ now. Thanks.

TO LOG INTO YOUR MAILBOX FROM YOUR PHONE WHEN MESSAGE LIGHT IS OR IS NOT FLASHING

To reset your voice mail: 56 and your extension/mailbox number and * and enter your password (default is 1111) and follow instruction (hint: 4 will take you to the edit mode; then 1 to change greeting, 2 to change name, 3 to change password)

To retrieve your voice mail: 56 and your extension/mailbox number and enter your password