

Business Voicemail Instructions

Setting up your voicemail for the first time

1. Dial your 10-digit voicemail number.
2. Once you hear the prompt/greeting, press the * key.
3. When prompted for your passcode Enter **6245 (MAIL)** as your temporary passcode followed by # key.
4. Follow the voice prompts to record your greeting, your name, and to change password.
5. If you have any new voicemails, the system will immediately notify you of this. Follow the prompts to listen to your messages.

Listening to your voicemail messages

1. Dial your 10-digit voicemail number.
2. Once you hear the prompt/greeting, press the * key.
3. When prompted for your passcode, enter your personal passcode followed by the # key.

Press 1 to listen to messages. At any point while listening to a voicemail, you can do the following:

- Press 2: Skips entire VM and brings you to the end of VM
- Press 3: Fast Forwards the message
- Press 4: Replays Voicemail
- Press 5: Provides date/timestamp/# from which VM was left
- Press 6: Forward message
- Press 7: Delete message
- Press 9: Save message
- Press 0: Help

Press 2 to Send a message

Press 3 to Review or Change Greetings

Press 4 to Review or Change recording of name only

Press 5 to Change the voice mailbox settings (see settings prompts below)

- Press 1 to Change Your Password
- Press 2 to Manage Your Distribution List
- Press 3 to Review Auto Login Settings
- Press 4 to Review Auto Play Settings (The voicemail system can be configured to automatically play messages after you dial your personal passcode)
 - Press 2 to automatically play your messages after you dial your Personal Passcode
 - Press 3 to turn off Auto Play

Pressing the * key will return you to the Main Menu