

ACCESSING VOICE MAIL BOX

Entering mailbox: You have 3 ways to enter your voice mail box.

1. FROM YOUR PHONE WITH MESSAGE LIGHT LIT:

When your message light is lit on your phone just **Press** the MSG key. This prompt will ask you for your security code. Enter your **Security Code**

The system will begin to tell you how many new messages you have. Listen to the instructions – **Press 1** to listen to messages press 1 for new messages press 2 for saved messages.

2. FROM YOUR PHONE ON YOUR SYSTEM: with no message light Press Intercom 8500

The prompt will ask you for your **security code**.

Enter your **security code** and **Press #**

The system will begin to tell you how many messages you have. Listen to the instructions...

NOTE: From another phone on your system **Press *** at the **1st** “Enter your security code prompt” Then press pound and mailbox number

3. FROM THE OUTSIDE (HOME, THE CAR OR ANY OUTSIDE LOCATION):

Dial your main office phone number.

If the Automated Attendant answers, you are in 8500 Voice Mail, so you can proceed to **Press # (pound)**, your **Extension number**

The system will prompt you to enter your **security code**

The system will begin to tell you how many new or saved messages you have. Listen to the instructions.

*******OR*******

If the phone is answered Live (by a Human Being), ask the person to transfer you to 8500. Proceed with the instructions noted above.

NOTES

Remember, when you are in **8500** (your main greeting) **Press ***, your Extension and the **#** to enter your voice mailbox.