Setting Up Your Voice Mailbox

The first time you access voicemail you will be asked to enroll your mailbox. Pre-recorded prompts will guide you through the process, which includes recording your name, recording a greeting, and changing your temporary PIN - 12345. Creating a new minimum 5-digit PIN is mandatory.

Note: Do not hang up until you receive the system prompt: "You have finished enrollment."

Accessing Voicemail From Your Phone

1. Press the MESSAGES button.

2. Enter your PIN (12345) followed by #.

• Press 1 to listen to new messages.

• Press 2 to send a message.

• Press 3 to review old messages

• Press 4 to access Setup options.

From Offsite

1. Dial your own 10 digit phone number. Example: 303-239-1234

2. When voicemail answers, press the * key.

3. Enter your 10 digit mailbox ID number followed by the # key. Your ID is your 10 digit extension.

4. Enter your PIN followed by the # key.

Changing Voicemail Options

Use the following procedures to change the setup of your voicemail after you have completed initial enrollment. Re-recording Your Greeting

1. Access your mailbox.

2. Press 4 for setup options.

3. Press 1 for Greetings, and to change Greetings.

Re-recording Your Name

1. Access your mailbox.

2. Press 4 for setup options.

3. Press 3 for personal settings.

4. Press 2 to change name.

Changing Your PIN/Password

1. Access your mailbox.

2. Press 4 for setup options.

3. Press 3 for personal settings.

4. Press 1 to change PIN