





## TO LOGIN FOR THE FIRST TIME

1. Dial #17
2. If you are dialing from your own extension, press #. Otherwise enter your extension number and press #.
3. If a password has not been set yet press #. You are then asked to enter a new password.
  - If a password has been set, enter your password and press #.
4. Enter a new password and press #. Your password cannot be the same as your extension number or a set of repeated digits or consecutive numbers.
5. Re-enter the new password and press #.
  - You can change the password again at a later date.
6. Record your name when you are prompted. You can record your name again at a later date.
7. Press 1 and at the tone, speak your name.
8. Press 1 again. Your recording is played back.
9. Either press # to accept the recording or 1 to record again.
10. After you login, the voice prompts tell you what to do. A summary of many of the options is given in Summary of Mailbox Options.
  - Press \*4 for help at any time.
  - Press \*7 to return to the activity menu.
  - Press # at the end of a menu to return to the previous menu.

## TO LOGIN REMOTELY

1. Call your company and ask to be connected to a number that will go to voicemail. This means a number that will not be answered by a person, for example, your own extension number.
2. Wait for the voicemail system to respond and ask you to leave a message.
3. After the tone, do not leave a message but press #. In some cases you may hear the prompt No message to save.
4. Dial \*7. You are asked to select the mailbox that you require.
5. Enter your own extension number and press #.
6. When prompted enter your mailbox password and press #. You will hear a summary of your voicemail messages as normal.