#### Setting up your Mailbox

For the First Time:

1. Press the Voicemail Key

1. Enter Default Password 865625
2. At this time the voice mail tutorial will help you set up your mailbox.

The Tutorial will have you set up your pass code, record a personal greeting and record your first and last name for the company directory.

####  Getting Into Your Mailbox

**To Get Into Your Mailbox From Your Own Phone:**

* Press the Voicemail Key

* Enter your pass code

# To Get Into Your Department Mailbox:

* Press the Voicemail Key

* When the system asks your for a security code press **\***
* Enter your mailbox number
* Press \* again
* Enter your pass code

### To Get Into Your Mailbox From Outside the Office after hours

* Dial your Main Number
* When the system answers press \* and then \*
* Enter your mailbox number followed by \*
* Follow the prompts to enter your Pass code

## Transferring to Voicemail:

### To Transfer an Outside Caller to a User’s Mailbox from your own phone:

* Press the Voicemail Key

* Enter the person’s mailbox number
* Hang up immediately