



To log into your mailbox, press ***97** or your mailbox key. Enter your password when prompted. **Your default password is 2580, please change this.**
To log in from a phone other than your own you can press ***98** enter your mailbox number and your password when prompted.

The main menu options for voice mail:

Key	Action
1	Listen to new messages
2	Listen to saved messages
5	Advanced options
#	Exit voicemail

While listening to new or saved messages you have these options:

Key	Action
1	Listen to the message from the beginning
2	Save message
4	Rewind
6	Fast forward
7	Delete
0	Pause playback
*	Skip the envelope information (Date/time and sender)

After the message has been played have these options:

Key	Action
1	Listen to the message from the beginning
2	Save message
5	Call the sender
7	Delete
8	Forward a copy to another mailbox
9	Forward the message to your email (if enabled)

The advanced menu options are:

Key	Action
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- 1 Record greeting
- 2 Choose greeting
- 3 Record name
- 6 Change password
- 0 Main menu