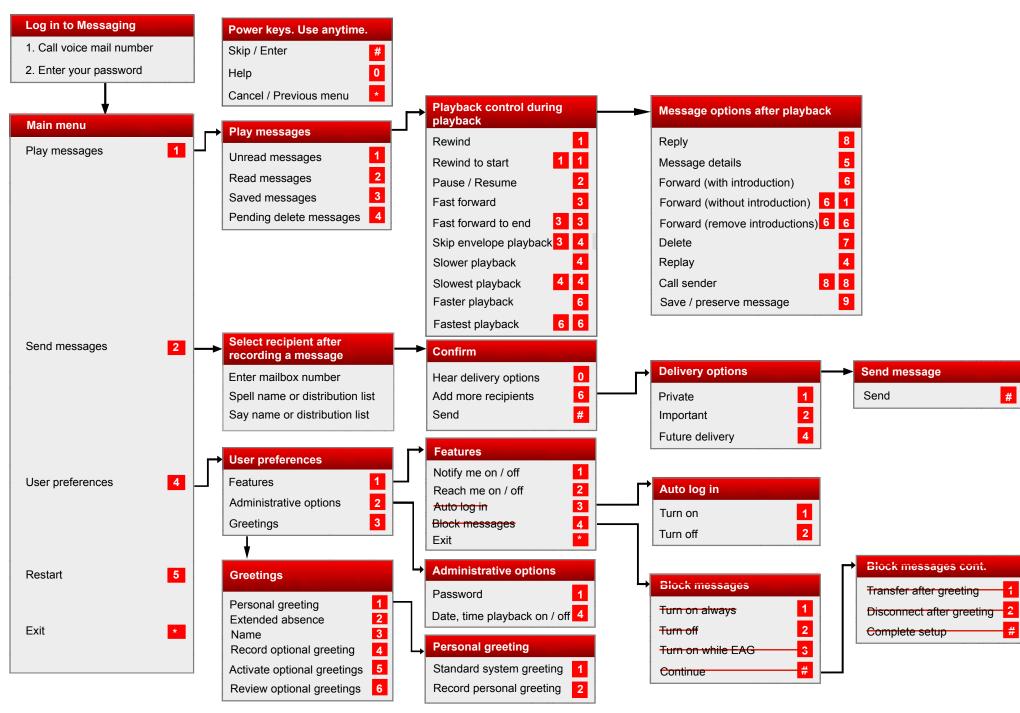
## **VOICE MAIL SHORTCUTS**

FIRST TIME LOGIN	<ul> <li>For 4 Digit Extensions Dial 5334 (517-347- 5334 for Remote Access)</li> <li>For 5 Digit Extensions Dial 75339. (517-347- 5339 for Remote Access)</li> <li>Enter the initial default password <u>112018</u> followed by <u>#</u>.</li> <li>You will then be prompted to change your password.</li> <li>Enter your new password of at least <u>6</u>-digits. <ul> <li>You will have to enter this password every time you login to voice mail.</li> </ul> </li> <li>Press the <u>#</u> sign.</li> <li>Press the <u>#</u> sign to approve.</li> </ul>
LOGIN	<ul> <li>4 Digit Extension Dial 5334. (517-347- 5334 for Remote Access)</li> <li>5 Digit Extension Dial 75339. (517-347- 5339 for Remote Access)</li> <li>If you are logging in to voice mail from another desk, press <u>#</u> and then it will prompt for your <u>4or5</u>-digit extension.</li> <li>Enter password and the <u>#</u> sign.</li> </ul>
PERSONAL GREETING	<ul> <li>Login to voicemail using steps above.</li> <li>Press <u>4</u> to access user prefrences.</li> <li>Then press <u>3</u> to administer personal greeting.</li> <li>Press <u>1</u> to change personal greeting</li> <li>Speak greeting at the tone.</li> <li>Press # to approve, 1 to hear the greeting or * to re-record.</li> </ul>
GET MESSAGES	<ul> <li>At the Activity Menu, press <u>1.</u></li> <li>To replay the message press <u>4.</u></li> <li>Delete message press <u>7.</u></li> <li>To save the message press <u>9.</u></li> <li>For more options press <u>0.</u></li> </ul>

## Navigation menu Aria



Some of these features may not be available in your organization. For details, contact your administrator.