

VOICE MAIL SHORTCUTS

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| FIRST TIME LOGIN | <ul style="list-style-type: none">◆ For 4 Digit Extensions Dial 5334 (517-347- 5334 for Remote Access)◆ For 5 Digit Extensions Dial 75339. (517-347- 5339 for Remote Access)◆ Enter the initial default password <u>112018</u> followed by <u>#</u>.◆ You will then be prompted to change your password.◆ Enter your new password of at least <u>6</u> -digits.<ul style="list-style-type: none">○ You will have to enter this password every time you login to voice mail.◆ Press the <u>#</u> sign.◆ Press the <u>#</u> sign to approve. |
| LOGIN | <ul style="list-style-type: none">◆ 4 Digit Extension Dial 5334. (517-347- 5334 for Remote Access)◆ 5 Digit Extension Dial 75339. (517-347- 5339 for Remote Access)◆ 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.◆ Enter password and the <u>#</u> sign. |
| PERSONAL GREETING | <ul style="list-style-type: none">◆ Login to voicemail using steps above.◆ Press <u>4</u> to access user preferences.◆ Then press <u>3</u> to administer personal greeting.◆ Press <u>1</u> to change personal greeting◆ Speak greeting at the tone.◆ Press # to approve, 1 to hear the greeting or * to re-record. |
| GET MESSAGES | <ul style="list-style-type: none">◆ At the Activity Menu, press <u>1</u>.◆ To replay the message press <u>4</u>.◆ Delete message press <u>7</u>.◆ To save the message press <u>9</u>.◆ For more options press <u>0</u>. |

Navigation menu Aria

