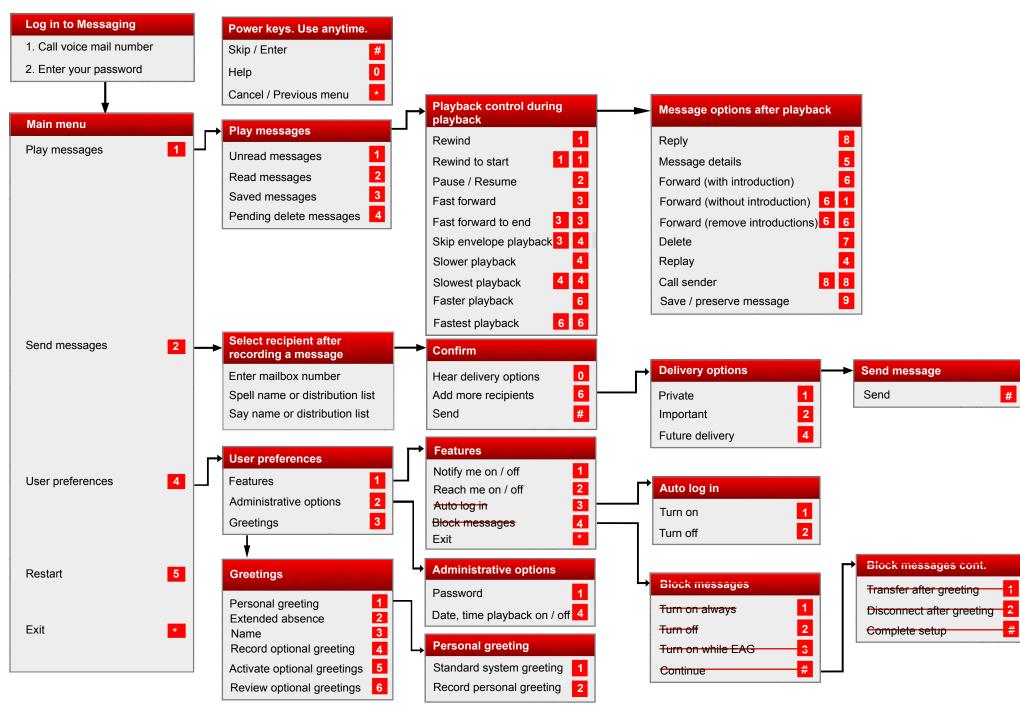
VOICE MAIL SHORTCUTS

FIRST TIME LOGIN	 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. 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	 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	 Login to voicemail using steps above. Press <u>4</u> to access user prefrences. 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	 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



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