



Initial PW: 865625

Embedded Voice Mail Menu Flow

Accessing Voice Mail

From Your Phone:
Press the voice mail key
Enter Passcode: 1111
(Initial Passcode)

From any other phone:
Press the voice mail key
When prompted for that station's passcode enter
Press *
Enter your own Mailbox Number
Followed by your Passcode

From Outside
Dial into company's main number
At the start of the company greeting
Press **
Enter your mailbox number
Enter passcode

Transferring a caller directly to a mailbox
Press Transf/Conf key
Dial * (extension number) and release

