

To access personal voicemail box from outside of system.

Dial the company phone number

If an Automated greeting answers, press ** (2 stars) to stop the greeting and prompt for you to log into the system.

OR

If someone answers the call, ask them to transfer you to your extension or mailbox.

When you hear your greeting playing, press ** (2 stars) to stop the greeting and prompt for you to log into the system

Enter your mailbox number and password all together as a single login ie: 2251234

You will then be able to listen to, save, copy and delete messages as if you were at your desk phone. When you are done, simply hang up.