


## VOICEMAIL SETUP AND ACCESS

### Setting up Voicemail (first use):

- Press the Voicemail button 
- Enter the first time enrollment password = **1234**
- Follow prompts to:
  - Record your name - press # key as soon as you say your name
  - Record a greeting – press # key as soon as you say your greeting
  - Select if you wish to be listed in the system directory so that callers search for and find you
  - Set a new password with a minimum length of 4 numbers (no trivial passwords)

### Message Retention:

- New messages will be moved to the Saved messages folder after **20** days.
- Saved messages will be moved to the Deleted messages folder after **10** days.
- Messages will be Permanently deleted from the Deleted messages folder in **7** days

### To log on to Voice Mail from your phone:

- Press the Voice mail button
- Enter your password, press the # key

### To log on to Voice Mail from another phone:

- Dial the internal voice mail phone number (573)522-1000.
- Press the \* key
- Enter your 10 digit phone number, press #
- Enter your Pin, press #

### To log on to Voice Mail from an outside line:

- Dial your desk phone number
- Press the \* key when voice mail answers
- Enter your PIN
- Then press # key

