



## VOICEMAIL ACCESS CODES

### MAILBOX ACCESS

Calling from your own extension	*123 + PIN (or envelope key on handset)*
Calling from another user's extension	*124+ extension number + PIN
To leave a message in someone else's mailbox	*125 extension
To listen to your own voicemail greeting	*125 your-extension

Users can update their PIN on first access to mailbox settings '0' or on user web admin panel.

Most users have voicemail forwarded to email with message attachment. Opening the email does not extinguish the message wait light.

\*Note: These instructions relate to user personal mailboxes and departmental mailboxes. See later section for further and shared departmental mailboxes, with the exception that dialing \*123 or the envelope key on the handset only applies to Personal Mailboxes.

### MAILBOX CONTROLS

Skip back to previous message	'4'
Repeat message	'5'
Skip forward to next message	'6'
Delete message	'7'
Forward message to another user (who must have a mailbox)	'8'
Save message (to folder - select folder - messages otherwise saved to old folder)	'9'
Mailbox settings	'0'