

## The First Time you login to Voicemail

The first time you login into your Voicemail press the button marked “Voicemail” on your phone. You will be prompted to enter your password (the default password for all new voicemail boxes is 2009) The Voicemail System will walk you through a tutorial on how to setup your voicemail box the first time. Please listen and follow the tutorial –it will instruct you on changing your password, recording a greeting, and recording your name.

**If you want to run the tutorial again you can press 8 for User Options and 8 again for Tutorial.**

## Checking Voicemail from your own extension

- Enter the Voicemail Access Number: 8000
- Enter your Passcode (initial password is 2009)

## Checking your Voicemail from someone else’s extension

- Enter the Voicemail Access Number: 8000
- Enter \*
- You will be prompted to enter a mailbox enter your extension number
- Enter \* again
- You will be prompted to enter a your Passcode

## Checking your Voicemail from outside the Campus Phone System

- Dial the autoattendant (807) 343-8000
- Enter \*
- You will be prompted to enter a mailbox number enter your extension number
- Enter \* again
- You will be prompted to enter a your Passcode

**Once logged in the following diagram displays a list of commands that are available (click on the image below for full size):**