

Press the **Voicemail** Key or  
Dial **2501** from your phone

Enter Your **Passcode + #**

**PLEASE NOTE:** The first time you set up your mailbox your password will be your extension number (located in the upper left hand corner of your telephone) It will then ask you to change your password. If you do Not want to use a password press the # key and that will Now be your password.

**Main Menu Options**

Press **1** to Listen to New Messages  
Press **2** to Record a New Message  
Press **3** to Listen to Saved Messages

Press **4** to Change Personal Options  
Press **5** for Message Options  
Press **\*** to Exit the System

**1 - New Messages**

While Message is Playing  
Press **1** to Rewind Message  
Press **2** to Pause Message  
Press **3** to Fast Forward Message  
Press **4** to Lower Volume  
Press **5** to Play Message Envelope  
Press **6** to Raise Volume  
Press **7** to Save Message  
Press **9** to Erase Message  
Press **#** to Skip to end of Message

After Message has Played  
Press **1** to Replay Message  
Press **2** to Reply to Message  
Press **3** to Forward a Message  
Press **4** to Go to Previous Message  
Press **5** to Play Message Envelope  
Press **6** to Go to Next Message  
Press **7** to Save Message  
Press **9** to Erase Message  
Press **#** to Skip to end of Message

**2 – Record a New Message**

Enter **Mailbox No.** of intended recipient  
Press **2** to Accept the mailbox number  
-You can add up to 20 mailboxes  
Press **1** to Record a Message  
Press **1** to End the Recording  
Press **2** to Accept the Recording  
Press **1** for Delivery Time/Private Status

**3 – Saved Messages**

While Message is Playing  
Press **1** to Rewind Message  
Press **2** to Pause Message  
Press **3** to Fast Forward Message  
Press **4** to Lower Volume  
Press **5** to Play Message Envelope  
Press **6** to Raise Volume  
Press **7** to Save Message  
Press **8** to Erase Message  
Press **#** to Skip to end of Message

After Message has Played  
Press **1** to Replay Message  
Press **2** to Reply to Message  
Press **3** to Forward a Message  
Press **4** to Go to Previous Message  
Press **5** to Play Message Envelope  
Press **6** to Go to Next Message  
Press **7** to Save Message  
Press **9** to Erase Message  
Press **#** to Skip to end of Message

**4 – Change Personal Options**

Press **1** to Change your personal greeting  
Press **2** to Change your name  
Press **3** to Change your passcode  
Press **4** to Change your message envelope  
Press **9** for More options

**5 – Message Options**

Press **1** to Cancel unheard sent messages  
Press **2** to recover deleted messages

**Helpful Tips:**  
Press **\*** at any time to exit a menu  
Press **0** at any time to repeat menu