



ACCESSING MAILBOX FROM OUT OF OFFICE

- Call main number
- Dial Extension # or be transferred to Extension #
- When you hear the voicemail greeting start Press * *
- Enter mailbox # and password combination (mbx at ext 21 is mbx 10, ext 221 is mbx 100, ext 2221 is mbx 1000)
- Follow prompts to listen to new messages
or
- to change greeting Press 8, 2, 1, 1 (the current greeting should automatically play) to record a new greeting Press 1 and record new greeting – then follow prompts to save, replay or re-record.
- Follow prompts to exit system