First Time Enrollment

The first time you log into voice mail, you are required to walk through the voice mail tutorial.

The tutorial walks you through a series of steps, including recording your personal greeting and changing your security code (or password).

Note: The default security code is 1234.

Accessing Voice Mail

From your own phone:
1. Press <VM> or dial 2-9950.
2. Enter your security code when prompted.

From another employee’s phone:
1. Press <VM> or dial 2-9950.
2. After voice mail answers, dial #* followed by your 5-digit extension.
3. Enter your security code when prompted.

From offsite:
1. Dial 775-682-9950.
2. When voice mail answers, dial * followed by your 5-digit extension.
3. Enter your security code when prompted.
**Notes**

- Indicates a setting users are to **NOT** change.

Internal and external callers can bypass listening to a mailbox greeting by pressing `#`.  

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**Message options**

- Change addressing
- Change recording
- Set special delivery
- Review message

**Change addressing**

- Add name
- Hear current names
- Remove name

**Change recording**

- Hear recording
- Save recording
- Rerecord
- Add to recording

**Set special delivery**

- Urgent
- Return receipt
- Private
- Future delivery

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0: Conversation Help

* Available only if you are using the fax option.