

Accessing Personal Voicemail.

Logging into your voicemail box:

From your phone dial *17

From inside the office (not at your phone) dial *77.

Enter your extension number

Enter your voicemail password (1234 by default).

From outside the office dial 952-224-9277.

Enter your extension number

Enter your voicemail password (1234 by default).

To change your greeting.

Log into your mailbox.

Press 3 to enter the greeting menu

Press 2 to begin recording the greeting.

Record your greeting.

Press 2 after you are finish the greeting.

Press 3 to save the greeting.

To change your password.

Log into your mailbox.

Press *04.

Enter your current password.

Enter your new password and the # key.

Re-enter your new password and the # Key.

To listen to old messages.

Your new messages should play automatically upon entering your voicemail box. If they do not, press 1 to listen to old messages.

To listen to saved messages.

Log into your voicemail box.

Press 2 to listen to saved messages.

Accessing the General Voicemail Box.

Logging into the voicemail box:

From inside the office dial *77.

Enter 138 for the extension number.
Enter the password (1234 by default).

From outside the office dial 952-224-9277.

Enter 138 for the extension number.
Enter the password (1234 by default).

To change the greeting:

Log into the mailbox.
Press 3 to enter the greeting menu.
Press 1 the normal greeting
Press 2 to begin recording the greeting.
Record the greeting.
Press 2 after you are finish the greeting.
Press 3 to save the greeting.

To change the password:

Log into the mailbox.
Press *04.
Enter the current password.
Enter the new password and the # key.
Re-enter the new password and the # Key.

To listen to old messages:

The new messages should play automatically upon entering the voicemail box. If they do not, press 1 to listen to old messages.

To listen to saved messages:

Log into the voicemail box.
Press 2 to listen to saved messages.