

You can follow all the prompts for any other instructions but here are the ones that are most pertinent.

Press 1 to listen to your messages.

Press 7 to Change Mailbox Options.

#### MAILBOX OPTIONS:

- 1 to record a greeting (this will be where you explain to the caller to leave a message)
- 2 to set call handling mode (Useful for when you are out or lecturing and cannot answer)
- 3 to re-assign your extension (Very useful to those who travel to other rooms or campuses)
- 4 to reset your password (voicemail password reset)
- 5 to disable or enable envelope information (please leave this one as defaulted)
- 6 to record your name (record only your name)
- 7 to listen to deleted messages that are still available
- 8 to remove deleted messages
- 9 to access additional options (please leave this one as defaulted)