Voicemail Setup

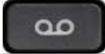1. Press [Messages icon] Messages button
2. Enter the default PIN: 12345
3. Set up and personalize your voice message
4. Record your name
5. Record your greeting
6. Select a new PIN

*If you receive an "Enter your ID" this will be your 10 digit extension (example 312-603-1234)
**Important: Do not hang up until the recording says you have now finished enrollment

Dialing Outside

1.   Press 9 to dial out
2. To any other location you will need to dial the full 10 digit number (example 9-1-312-603-xxxx)
3. Dial 911 for Emergency Services

Dialing Internal

Dial 5 digit internal within your Building/Campus (312-603-xxxx)

Accessing Voicemail

1. From your phone: Press [Messages icon] Messages button
2. Enter your PIN

From Another Network Phone:

1. Press [Messages icon] followed by * (Star)
2. Enter your ID (10 digit extension, example 3126031234)
3. Enter Pin

Accessing Voicemail from Cisco Phones Remote

1.   Dial 1-312-603-4445
2. Enter your ID (10 digit extension, example 3126031234)
3. Enter Pin

Additional Voicemail Information

1. Voicemails will not go to old mailbox after cutover or transfer over to the new system

2. Voicemails on old system can be accessed temporarily by dialing direct (312) 603-4444, enter mailbox number (last 5 digits of phone number), enter password followed by #

3. Voicemails will be deleted from old system 2 weeks after cutover