

Voicemail Setup

Press "135#"

Follow tutorial to setup password, record name and greeting

Changing Voicemail (Password, Greeting, Name)

Press" 135"

Enter password followed by #

Choose Option 4

Retrieve Voicemail at your Workstation:

Press 135 or Message Button

Retrieve Voicemail Remotely (Offsite):

Call Institute

Press #6* followed by Extension

Retrieve Voicemail Remotely (Onsite):

Press 135#6* followed by Extension

Conference Call:

During conversation, Press CONF.

Enter # you would like to conference in.

After 2nd party answers, Press CONF.

** Conference call should not be used to add more than two outside attendees.

Turn Off Message Light

Intercom then *700 followed by Extension