MAILBOX ACCESS

Your Mailbox Number: ____________________________

From outside the company:

1. Call your company Auto Attendant directory number.
2. Press *.
3. Enter your mailbox number.
4. Enter your passcode.
5. Press 7 to play messages or select an option from the main menu.

From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press 7 to play messages or select an option from the main menu.