

Quick Reference Guide

Step 1: To access your mailbox:

- 1) Inside the company dial: _____ (or press on the message button)
- 2) Outside the company dial: _____
- 3) Enter your four digit password (default = 1234)

Step 2: After accessing your mailbox:

To retrieve a message :

Press **1**

To record a greeting :

Press **2 + 1 + 2** » after the tone start recording » at the end press #

To change your password :

Press **2 + 4 + 2** » enter your new four digit password

User's Main Menu

