



How to Set Up and Check Cisco Voice mail

To access voice mail from your phone:

1. Press the “Message” button

Note: If your phone does not have a “Message” button, you may dial ext. 4295

2. Enter PIN followed by the # key when prompted.

a. For first time setup:

The default PIN is 12345. After signing in, you will be asked to enroll your mailbox.

Enrollment includes recording your name, recording a greeting, and changing the PIN (the PIN must be at least 4 digits in length).

3. To access voice mail when offsite

- a. Dial: (303) 860-4295
- b. When voice mail answers, press the * key
- c. Enter your four digit mailbox I.D. (extension number), followed by the # key
- d. Enter your PIN, followed by the # key

4. Once you have enrolled your mailbox, you will be prompted with the following options:

Press 1, to listen to your new messages

Press 3, to review old messages

Press 2, to create/send a message

Press 4, to change setup options

While listening to a message (During message playback);

Press 1, to Restart message

Press 5, Change Volume

Press 9, Fast-forward

Press 2, to Save

Press 6, Fast Playback

Press #, Fast-forward to end

Press 3, to Delete

Press 7, Rewind message

Press##, Skip message, save as is

Press 4, Slower playback

Press 8, Pause/Resume

After Listening to a message (end of message):

Press 1, Repeat message

Press 4, Reply

Press 7, Skip Back

Press 2, to Save

Press 5, Forward message

Press 9, Message Properties

Press 3, to Delete

Press 6, Mark as new

Press*, Cancel playing messages

5. Sending messages to other subscribers:

- a. Log into your mailbox
- b. At the main menu press 2 to send a message
- c. Record your message at the tone, press # to end recording
- d. Follow prompts to address your message
- e. Press # to confirm the recipient or * to cancel
- f. After adding recipients, Press # for more options

6. To rerecord greeting (Quick Keys 4-1-1)

Login to mailbox Press 1 for Greetings

Press 4 for Setup options Press 1 to change greetings