

# Phone System Information

## Mail box—First time you set up a mailbox.

1. Press Voice Mail
2. Type **0327** (default password)
3. Enter the security code you would like to use.
4. Follow the directions to setup your voicemail box.
5. PLEASE do not hang up until Sandy says “Thank You, your voice mail has been setup.”
6. **\*2#** to make necessary changes.

## Checking your voice mail from home, etc.

If you are not at your phone but want to check your voice mail: Dial the 883-2311 number, when the recording begins, **select #9** and then your extension.

You will hear your voice mail answer, enter your security password