

Getting Started with Voice Mail

INITIAL MAILBOX SET-UP

As a new user, you are required to record a name and password. Once you have successfully entered a name and password, the Voice Mail system gives you access to a subscriber menu.

To record a name and password

- 1- From your apartment telephone, dial **5000** (5000 is the access code for the Voice Mail system)
- 2- Enter your **telephone number + #**
- 3- Enter a **password + #** (password can be 4 to 30 digits in length)

To record a personal greeting

From the main Subscriber Menu:

- 1- Press 5 for Personal Options
- 2- Follow the system prompts for instructions

ACCESSING VOICE MAIL

You can access the Voice Mail system to listen to your messages from your apartment telephone or from any outside line or cell phone.

When dialing from your apartment telephone

- 1- Dial **5000**
- 2- Enter your **telephone number + #**
- 3- Enter your **password + #**

When dialing from an outside line or cell phone

- 1- Dial _____ (telephone number for Voice Mail system at your building)
- 2- Enter your **apartment telephone number + #**
- 3- Enter your **password + #**



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