

# Fulton Cisco Phone System

## VOICE MAIL INFORMATION

Voice Mailbox numbers are the same as your 4-digit extension number

Internal Voice Mail Access Number: Message Button

External Voice Mail Access Number: \_\_\_\_\_

## Set up personal voice mail box

- Press **Message Button** (from your phone)
- When prompted enter password of **12345**
- Follow prompts to change your password, record your name & personal greeting

## How to check voicemail from your phone:

- Press **Message** Button (envelope)
- Enter **Password**

### How to check messages from another phone on premises:

- Press **Message** Button
- Press **\* Key**
- Enter **ID Number** (same as your extension number)
- Enter **Password**

## How to check voicemail off site

- **Dial**            **315-592-4143**
- **Press**        **\* Key**
- Enter         **ID Number** (same as your extension number)
- Enter         **Password**

### VOICEMAIL HELPFUL HINTS:

- To bypass a voicemail greeting, Press # while listening to the greeting.
- To back up one menu at a time Press \*
- While listening to a message, Press 7-To rewind, 8-pause, 9-fast forward.