

Voice Mail Setup and User Guide

To setup voice mail at your phone:

Press the Messages key or dial 2500; type your password, and follow the tutorial (First time, please complete the entire tutorial)

If you are not prompted for your password, press the * key and enter your voice mail box number

Once your voice mail box has been setup:

Press the Messages key or dial 2500; type your password

You can access it from any phone on campus by dialing 2501 or from any phone off campus by dialing 316-2501

