

## State Telephone Voice Mail Access



### Voice Mail Access Number:

827-4288

### New Mailbox Set-Up

- Call the voice mail system.
- Enter the default security code - **0000 (4 zeros)**

### Follow the system prompts; it will ask you to enter a new

- **Security Code** - (between 4 and 15 digits)
- **Mailbox Name** - (record only your first and last name)
- **Mailbox Greeting** - (make it brief and informative)

Please exit the voice mail system properly by:

Pressing the \* several times to exit the system.

Doing this helps the voice mail system disconnect from the line, freeing the line more quickly for the next person.

### ACCESSING VOICE MAIL

#### • From your desk

Call the voice mail system @ 7-4288.

When the system answers, enter your security code.

#### • From another desk in the office

Call the voice mail system @ 7-4288.

When the system answers, press \* then # enter your mailbox number then enter your security code.

#### • From outside the office

Call the voice mail system @ 827-4288. When the system answers, press # and enter your mailbox number then enter your security code.