

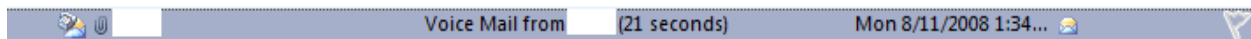
**NEW Telephone Message Access and Configuration – General Instructions**




A new voicemail system is now being provided through our e-mail server, and messages to your voicemail will also appear as e-mail messages that can be saved in PC file format. The system allows you to check both voicemail and e-mail from any phone. See part A (below) to access voicemail using e-mail, and Part B (below) for telephone access to messages. Once you access your voicemail, you may use spoken words (default setting) or phone buttons (press 0) to select menu options.

**[A] Access phone messages by e-mail:**

- When a caller leaves a voice message, the system will send you an e-mail message alert with an attachment. If the caller did not leave a message, there will be no attachment.



- Open the e-mail message and click play  . You will require speakers in order to use this feature. If you do not have speakers, use option B (below) to access your messages.



**[B] Access messages by phone:**

- a. Locally: press 6290 ..... External: 637-6290. Follow system prompts.
- b. Enter your PIN, followed by #, and wait for system instructions.
- c. **Voice** activation is set by default, so listen to the system options and say the desired option (e-mail access will be listed as an option) and follow automated prompts, OR ...
- d. ... Press **0** to access input options and then **0** again for touchtone input. Listen to the options and press the desired button. Follow the automated prompts.