VOICE MAIL INSTRUCTIONS

To set up your voice mailbox for the first time:
 Press "**Messages"** Button on your VoIP phone.

Enter the default **Pin "159357"** followed by **"#".**
 You will be prompted to setup a standard greeting and change your pin. **Follow recorded instructions.**
Press * to exit.

To record a name that identifies you to callers:

At the tone speak your first and last name. Press # once complete
Press # to keep or follow prompts to record again.

To record a personal greeting to be used in place of your name:

Press 1
At the tone, speak your greeting. Press # to accept greeting.

To change PIN:

When prompted enter new pin (must be at least 5 digits) followed by "#".
Enter new pin or password again, followed by **"#".**

To access the Voice Mail system from any phone off campus:

Dial 205-934-4002
At prompt enter your ID. (This is your 7-digit telephone number)
At prompt enter your PIN (The default PIN is 159357)