



# VOICE MAIL

*Quick Reference Card*

NEW

## Mailbox Login

*At Home*

1. \*99

*Away from home*

1. Dial 344-6245 follow the voice prompt.

2. Follow prompts for initialization and to set up PIN.\*\*

Please reset this pass code immediately to any combination of numbers that you can easily remember.

3. Follow the voice prompts to retrieve your messages and record your personal greeting.

\*\*Default PIN is "000000"

**More information on back >>**

## GETTING YOUR MESSAGES

Press **1** To play your message

Press **2** To send a copy of the message

Press **3** To work with your greeting

Press **4** To change your settings

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### *Enable Auto Login from Home*

1. Log into Voice Mail from your home phone
2. Press 4 for security option
3. Press 3 to disable the security code