

Resetting Voice Mail Account—Previous User

1. Your temporary pin is 246810.
2. Click on the Messages (small envelope) and enter the pin.
3. Press 4 for Setup Options. Then select 3 for Preferences. Option 1 will allow you to reset your pin.
4. Please change that to something you will remember (last 4 digits of your social or phone number or four letter word you will remember).
5. You should exit the program and re-enter with the new pin. Select 4 again for Setup Options and then select Option 2 to change the recorded name.
6. Finally, you need to set up your voice mail message. Select 4 and then Option 1. Please be sure that your message is professional and clearly identifies you.
7. Here is a sample message you can use: “You have reached NAME at Building Name. Please leave your name, phone number and a brief message and I will return your call as soon as possible.”

Setting up New Voice Mail Account—New User

1. Your temporary pin is 246810.
2. Click on the Messages (small envelope) and enter the pin.
3. Follow the voice instructions to setup your account.
4. Here is a sample message you can use: “You have reached NAME at Building Name. Please leave your name, phone number and a brief message and I will return your call as soon as possible.”