

## Retrieving Voice Mail Messages Remotely

1. From your cell or other phone, dial your work phone number (including area code)
2. When the voice mail greeting begins, press \*
3. When prompted, enter your work phone ID (your 4-digit extension number), followed by #
4. Next, you will be asked to enter your PIN number (a number you chose when originally setting up voice mail), followed by #

You are now able to retrieve voice mail messages.

## Changing Voice Mail Greeting Remotely

From your cell or other phone, dial your work phone number as above

Follow steps 1-4 above

Listen to the options available – changing greetings is option 4

Follow the prompts to change your greeting.