




## Mailbox Access

Your Mailbox Number: \_\_\_\_\_

### From outside the company:

1. Call your company Auto Attendant directory number.
2. Press .
3. Enter your mailbox number.
4. Enter your passcode.
5. Press .

### From your desk extension:

1. Obtain dial tone.
2. Access the Voice Mail system.
3. Enter your passcode.
4. Press  to play messages or select an option from the main menu.

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## Communications Director

Voice Mail  
Quick Reference Card



