Accessing Department Voice Mail

Here are some quick instructions on accessing your departmental voice mail box. Using my phone as an example: 2552 is my direct number, the Help Desk is the department number. Your phone will be labeled with your department name and number.

1. Press the button to the left of the department number. Your screen should highlight the department number. Help Desk is now highlighted.

2. Then press the softkey under NEW CALL.
3. Now press your cassette button to access the department voice mail.

Note when setting up voice mail for the first time, make sure you follow the prompts all the way to the end when you will hear “Enrollment is completed.” If you do not go to the end, you will need to repeat the procedure of setting a PIN and recording your name again.