



ACCESSING YOUR MAILBOX

1. Press your **Message** key 
2. Enter default PIN [as previously provided by NATG], then press #


CHANGING YOUR PIN

1. Press your **Message** key 
2. **Enter** default **PIN** [as previously provided by NATG], then press #
3. Press **3** for **Personal Options**
4. To change your PIN, press **2**
5. Enter a **4 – 10 digit PIN**, then press the **#** key when done
6. Press ***** to return to the main menu

RECORDING YOUR GREETING

1. Press your **Message** key 
2. Enter your PIN, then press #
3. Press **3** for **Personal Options**
4. Press **1** to **Record** your voicemail
5. After listening to your current greeting, press **1** to record a **new** greeting
6. Record your greeting, press **#** when finished
7. After reviewing your greeting, press **1** to accept it

LISTENING TO MESSAGES

1. Press your **Message** key 
2. Enter your PIN, then press #
3. Press **1** to listen to **New** messages
4. Press **2** to listen to **Old** message
5. While listening to the message, press:
 - **1** - replay the current message
 - **2** - delete the VM
 - **5** - confirm the deletion
 - **3** - mark message as unheard
 - **4** - skip the current message
 - **5** - callback the sender of the voicemail
 - **6** - forward voicemail to the extension
 - **#** - skip the playback of message details

CHECKING YOUR VOICEMAIL REMOTELY

1. From an outside line **call your phone number**
2. When the voicemail greeting begins, press **#**
3. Follow the voice prompts, "Please **enter your extension**, Press **#** when done."
4. Follow the voice prompts, "Please **enter your PIN** code. Press **#** when done."
5. Follow the voice prompts and select your desired task:
 - Press **1** to **listen** to **new** voice messages
 - Press **2** to **listen** to old messages
 - Press **3** for **personal options** - this also allows you to update your voicemail greeting

