



Initial Voice Mail Setup:

Temporary Voice Mail Access Number (Prior to 8/4/11 at noon):

Inside the Office: 7778

Outside the Office: (207)893-7778

Voice Mail Access Number (After 8/4/11):

Inside the Office: 7777

Outside the Office: (207) 893-7777

Login 1) **From within the office**, dial the voice mail access # above depending on the date
From outside the office, dial the voice mail access # above depending on the date

Extension 2) You will be prompted to enter your extension number, followed by #

Password 3) You will be prompted to enter your password, **the first time you access your mailbox, just press 1 #**;

Name 4) You will be prompted to record your name. Press 1 and record your first and last name. Press 1 to stop recording. Audix will play back your name. Press # to approve or 1 to re-record.

New Password 5) You will be prompted to enter a new password. Enter your new password, then #. You will be prompted to re-enter your password, then #. **Note: passwords must be at least 5 digits long.**

Activity Menu 6) After you have entered a new password and pressed #, the Activity Menu plays. **Press 3** to access the Personal Greeting menu, then **press 1** to record your greeting. When finished, press **# to save**; or follow the applicable prompts to listen to or re-record your greeting.