

Accessing Your Mailbox *(Subscriber Services Menu)*

From Your Desk

- Press the button labeled **MESSAGE** or **VMMSG**
OR
- Dial SVM Access Code: _____
(You will be prompted to enter your Password)
- Enter your Password: _____
(Default Password: 0000)

From Off-Site (Home, Cell Phone)

- Dial the phone number that is answered by the SVM. _____
(Your Company's Main Greeting)
- At the Main Greeting dial [#] plus your Subscriber (or Mailbox) number.
(Subscriber and Mailbox Number usually match your extension number)
- Enter your Password: _____
(Default Password: 0000)

From Another Subscriber's Phone

- Press the button labeled **MESSAGE** or **VMMSG** or dial **SVM Access Code**.
- Dial [*] followed by [#] and your Extension / Mailbox Number.
(You will be prompted to enter your Password)
- Enter your Password: _____
(Default Password: 0000)

Alternate Off-Site for DID Users (Home, Cell Phone)

- Dial your DID phone number.
(Your Personal Greeting will answer in approximately 4-6 rings)
- During your Personal Greeting dial [#] directly followed by your password.
(Default Password: 0000)