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)