Inter-Tel Voice Mail Reference Guide

- dial voicemail, ext 2501
- press * to enter into your mailbox
- your password will be defaulted to your extension number

- Once in the mailbox, set up 2 recordings
  1. your name for the directory
     press 4 for personal options
     press 2 for Record directory name (Record only your first and last name)
  2. Your personal greeting
     press 4 for personal options
     press 1 for greetings
     press 1 for primary greeting
     After the tone record your greeting then press #

- To Change your password
- After entering your mailbox, Press 4 for personal options
- Press 3- Record Password
- Password can be up to 12 digits in length
- Enter new password and then press #