

Texas TeleSys, Inc.

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Accessing your voicemail remotely

You can access your mailbox from another phone on your system, or from outside the office.

Accessing your mailbox from another phone on your phone system...

Press Voice Mail (or dial Feature 981)

If the display shows **Pswd:**, press *. When the display shows **Log:**, enter your mailbox number and password then # (example 221 XXXX #)

Accessing your mailbox from outside the office...

Dial the number that the auto attendant answers (we usually setup a back door to access your voice mail system), or call the main number and have the operator transfer you to voice mail. When the voice mail system answers, press ** then your mailbox number and password then # (example ** 221 XXXX #) Or instead of ** to open your mailbox, you can leave yourself or someone else a message by pressing *, your mailbox number, then 1 when you hear the greeting. I do this alot to leave myself reminder messages at the office.