

CISCO VOICE MAIL

Your **voice mail ID** will be the last 4 numbers of your 10-digit phone number.

Tips: When leaving messages, press [#] to Bypass/Skip the voice mail greeting. Press [*] to Exit/Cancel any voice mail function.

Initializing Your New Voice Mailbox From Your Office Phone (one-time new user set up)

- Press **Messages** or the **Voice Mail** key (depending on phone model) to access voice mail.
- Enter temporary **PIN** 134679 followed by [#].
- Follow prompts to record your **first and last name** for the voice mail directory.
- Follow prompts to record your personal **Greeting**.
- Follow prompts to create a new **PIN** known only by you (PIN must be a minimum of 4 characters; IT recommends using 6 or more characters to improve security).

Accessing Your Voice Mailbox

From Your Office Phone

- Press **Messages** and enter **PIN** followed by [#].

From Another NKC Phone

- Dial **8900**, enter your **ID** (your extension) followed by [#], then enter your **PIN** followed by [#].

From Outside NKC

- Dial **206-720-8900** (voice mail access phone number).
- Enter your **ID** followed by [#].
- Enter your **PIN** followed by [#].

Tip: You can also dial your own 10-digit NKC office phone number and press the [*] key to interrupt your greeting, then follow the prompts to access your voice mail remotely.

Message Playback

- Press **1** to listen to new voice mail messages.

While Listening to Messages, press:

- 1** Restart
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward
- 6** Save message as new
- 7** Go back 3 seconds
- 8** Pause
- 9** Go forward 3 seconds
- [#]** Skip message

After Listening to Messages, press:

- 1** Repeat Message
- 2** Save
- 3** Delete
- 4** Reply
- 5** Forward to another mailbox
- 6** Save as new
- 7** Hear final 3 seconds of message

Voice Mail Preferences (Change Primary or Alternate [vacation] Greetings, PIN, record directory name, etc.)

- Access your mailbox, then press **4** for **Set Up Options**.
- Press **1** for **Greetings** and follow prompts to change (**1** for Primary Greeting, **2** for Alternate Greeting).
- Press **2** for **Message Settings** (**1** for Message Notification, **3** Menu Style, **4** for Private Lists).
- Press **3** for **Preferences** (**1** to change PIN and **2** for Recorded Name).