

## Voicemail

### Voicemail First Time Set Up:

- To access your voicemail for the first time, dial **star plus your ext.** Pressing the envelope key will do the same as well.
- Enter your Password. This is the same as your extension number by default.
- Follow prompted instructions to set up and record greetings and set your *own* password. You **MUST** change the password from the default.

### To Access your Messages Internally:

- Dial **star plus your ext.** Pressing the envelope button will do the same as well.
- Enter the password that you set during your first time setup of voicemail.
- Follow the prompts to do what you want to do.

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Columbia, MD 21046

8335 Guilford

## Telephone Reference Guide

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For additional information, visit our website  
[www.acctelecom.com](http://www.acctelecom.com)

