

MAXcoreplatform

Setting up your VIP Voice Mail

To log into voice mail:

From your desk,

Press the **Message** button /press soft key **Select** /press soft key **Connect**

Dial the password (**xxxxxx**) followed by the pound sign **#**

From off-site, dial your voice portal number (below). Enter your 4-digit extension when prompted.

(xxx) xxx-xxxx

Press **0** for mailbox options such as changing password and creating a greeting.

- Press **1** to record **Unavailable message**
- Press **2** to record your busy message
- Press **3** to record your **name**
- Press **4** to Manage your temporary greeting
- Press **5** to change your **password**

The new pass code must be between 5 and 10 digits long, cannot be a single repeated digit, and cannot be your phone number or reverse of the phone number.

**Your Company voice portal number is
<Please Contact Support if you do not have this>**



CipherSpace

Doc Form 1.26.15

