

# MAXcoreplatform

## Setting up your VIP Voice Mail

### ***To log into voice mail:***

*From your desk,*

Cisco phone: Press message envelope button 

Dial the password (XXXXXXX) 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

