



309 Grand Avenue * Brooklyn, NY 11238
 718-230-9292 Voice & 718-230-9200 Fax
 www.Compu-Phone.net

Access Voice mail in house

1. Press intercom
2. Enter Voice Mail Pilot "0"
3. Press *
4. Press #

Access Voice mail remotely

1. Call the company's main phone number. When voice mail answers:
2. Press #

Then.....

1. Enter Mailbox number _____
2. Enter security code _____
3. Press # to access *Admin Menu*
4. Press 2 for *Record a Prompt*
5. Enter prompt number followed by the #

Prompt number	Note	Recorded Greeting
111	Introduction	Thank you for calling...
121	Instructional	If you know your party's extension, you may dial it at any time. For XYZ press 1....
141	Night Instructional	We are currently closed .. Our office hours are ...If you know your party's extension, you may dial it at any time. For XYZ press 1....