

Accessing Voice Mail From Offsite (Cadence Only)

To Access Voice Mail When a Receptionist Answers Incoming Calls:

1. Dial **“back door number”** to your voice mail.
If there is no back door number, dial **“main phone number”** and instruct receptionist to press the **“VM Trans”** key. The receptionist will then hang up so that you’re at Step 2.
2. When you hear the company main greeting:
 - a. Press **“ * extension number”** (or extension / mailbox number you wish to access)
(Example: **“*201”**).
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.

To Access Voice Mail Through the Auto Attendant:

1. Dial **“back door number”** or **“main phone number.”**
2. When you hear the main greeting:
 - a. Press **“ * extension number”** (or extension / mailbox number you wish to access)
(Example: **“*201”**).
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.

To Access Voice Mail From a Desk Other Than Yours:

1. Press the **“MSG”** key
2. Press **“#”** to get to the main greeting.
3. When you hear the main greeting:
 - a. Dial **“ * extension number”** (Example: **“*201”**)
 - b. Dial your **“password”**
 - c. Listen to voice mail options, or use the flow chart on the next page to navigate through voice mail box options.