From Your Cisco Phone (Primary Extension):
1. Press the Messages button
2. Enter Your PIN

From Your Cisco Phone (Secondary Extension):
1. Press the Messages button
2. Press *
3. Enter your User ID (aka extension)
4. Enter your PIN

From any other Cisco Phone:
1. Press the Messages button
2. Press *
3. Enter your User ID (aka extension)
4. Enter your PIN

From the Outside (mobile, home, non-Cisco locations):
1. Dial your DID, your buildings main number OR Dial 541-693-5799
2. Press *
3. Enter your User ID (aka extension)
4. Enter your PIN

*Reminder: Generic PIN (aka password) is always 12345. You may have changed it when you set up your mailbox. If you have 5 failed attempts, you will be locked out for 15 minutes.