

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.