



## **To Access Your Voice Mail From Your Own Line**

When you pick up the phone and you have a stuttered dial tone you have a new voice mail message.

Call 734-279-5555.

The system will prompt: Please enter your PIN number (the default PIN number is 1339). You will then be prompted to change this number.

Enter your PIN number.

The system will tell you how many new messages you have and then take you to the main menu

## To Access Your Voice Mail From A Line That Is Not Your Own

Call 734-279-5555.

The system will prompt: Please enter your area code and phone number followed by #.

If it doesn't prompt you for your area code and phone number press \*.

The system will prompt: Please enter your PIN number (default PIN number is your seven digit phone number) followed by #.

The system will tell you how many messages you have and then take you to the main menu.

## To set up access to Voicemail via the web, please call us at 734.279.9025