Voicemail Setup Instructions:

1. **Dial 239-6789** from your phone.
   It will prompt you to enter your passcode. Default passcode is 1-2-3-4.

   Now you can change your passcode, add your name and greeting by following the voice prompts.

2. **Dial 353** (you will hear a dial tone) then dial 239-6789, wait until you hear a stutter tone then hang up.

   Caller will be forwarded to voicemail when the phone is busy.

3. **Dial 357** (you will hear a dial tone) then dial 239-6789, wait until you hear a stutter tone then hang up.

   Caller will be forwarded to voicemail when there is no answer.

   You must complete steps 1-3 to forward your voicemail box to the server.

To Listen to your Messages:

When you hear a stutter tone on your phone, you have a message waiting.

Call 239-6789 and follow the prompts to listen to your message.

To Change your Greeting on an existing mailbox:

Dial 239-6789. Enter your passcode. Select the option "8" to change user options. Select "1" to change your mailbox setup. Select "1" to change your greeting. Follow the remaining prompts.

To call your voicemail from outside Fort Riley, dial 785-239-6789 and follow the prompts. Your mailbox number is your 7-digit phone number.

If you have any questions concerning voicemail or forget your passcode, please call the NEC help desk at 239-3646.