### Log In Steps for Messaging System

To access your mailbox from your desk follow these steps:
1. Log into voice mail - Press the MESSAGE button or dial **5000**. 
   You will hear your name announced
2. Enter your password and press the pound key 
   Default password is **2012** (for first time log-in)
3. Follow the Main Menu Prompts.

To access your mailbox from a desk other than your own:
1. Log into voice mail 
   Press the MESSAGE button or dial **5000**. 
   (Note: You will hear the subscribers name announced)
2. Press the star and then the pound key.
3. Enter your extension number.
4. Enter your password with the pound key.
5. Follow the Main Menu prompts.

If you are entering your mailbox from outside the office you must follow these steps to log into voice mail.
1. Dial the voice mail access number: **718-817-5100**.
2. Press the pound key.
3. Enter your five digit extension number.
4. Enter your password with the Pound key.
5. Follow the Main Menu prompts.

### Initial Mailbox Setup

You will be prompted to record several greetings and change you password via Mailbox Tutor.
- You will be prompted to change your Password.
- You will be prompted to record your Name.
- You will be prompted to record your Personal Greeting.
- You will be prompted to record a Please Hold Prompt.

### Playing Messages

#### Listening to new messages:
Log into Modular Messaging.  
Press 1 To review messages. 
Press 1 For voice messages. Message will begin to play. 
- Rewind Press 1 
- Pause Press 2 
- Forward Press 3 
- Slower Press 4 
- Faster Press 6 
- Reset speed Press 0 
- Skip Press #

After the message plays use these options:
- Replay message Press 4 
- Hear envelope info. Press 5 
- Forward Press 6 
- Erase Press 7 
- Reply Press 8

#### Listening to old messages:
1. Log into Modular Messaging 
2. Press 1 To review messages 
3. Press 1 & 2 for saved messages 
4. Follow steps for new messages above

#### Forwarding a message:
At the end of the message Press 6 
- Forward without comments Press 1 
- Forward with comments Press 2 
When finished Press # sign 
Enter address followed by the # sign 
After entering all addresses Press # #. 
To send message Press #.

#### To reply to a message:
1. At the end of the message Press 8 & 1 
2. Record your reply. 
3. Press # # when finished to send
**Search for a Message**
This feature allows you to search your mailbox for a specific saved message.

**To Search for a message:**
1. Log into voice mailbox
2. Press 3 to Search for a message
3. Enter Extension number, or Name of sender

**Sending a Message**
This feature allows you to record and send a message to one or multiple voice mailboxes.

**To Record and Send a Message:**
Log into voice mailbox
1. Press 2 to Record a message
2. Record your Message, Press # when Finished
3. Enter Each party's Extension Number with #
4. Press the Pound keys Twice when Finished
5. Choose an option if desired or Press # to Send.

**Options:**
Private - Use this option so recipient cannot forward your message away.
Urgent - Use this option for recipient to receive this message ahead of there others
Future Delivery - Allows you to schedule a delivery date & time for your message
Send - Sends message with no Option attached

**Record Greetings**
This area is used to record your Personal, Extended Absence, Name, and Optional Greetings.

**To Record your Personal Greeting:**
Log into voice mailbox
1. Press 4 for Personal Configuration
2. Press 1 to Record Greetings
3. Press 1 for your Personal Greeting
4. Record New Greeting & Press # to Accept

**To Record Extended Absence Greeting:**
Log into voice mailbox
1. Press 4 for Personal Configuration
2. Press 1 to Record Greetings
3. Press 2 for Extended Absence
4. Record Greeting and press # to Approve & Activate
This will override your Personal Greeting.

**Personal Configuration**

**To Re-record your name:**
1. Press 4 for Options
2. Press 1 to Record Greetings
3. Press 6 to Record name
You will hear current Recorded Name
4. Press 2 to Re-record name
5. Record name and Press # to Accept

**To Record an Optional Greetings:** (These are used with Call-Handling Options).
1. Press 4 for Options
2. Press 1 for Greetings
3. Choose an Optional Greeting Number (1 or 2)
4. Record Greeting and Press # to Accept