To log in for the first time from **your** phone or from another internal phone.

Dial 7000
A voice will ask "Mailbox?"
If you are sitting at your own phone type #
If you are using another phone on site type in your extension number followed by #

A voice will ask "Password?"
Key in your password. This is 12 xxxx# where xxxx is you extension number.

You will then be asked to change your password for security reasons:

Key in 84 to go to Password Change
Key in your old password (Again this is 12xxxx# where xxxx is you extension number).
Key in your new password e.g. 2580#
Key in your new password again e.g. 2580#

Please note that your password **cannot** be your extension number, the same number repeated (e.g.1111) or consecutive numbers (e.g. 1234).

Your messages will now play. To delete messages that you have listened to key 76 at the end of the message.

To personalise your mailbox and record outgoing messages:
Dial 7000
A voice will ask "Mailbox?"
If you are sitting at your own phone type #
If you are using another phone on site type in your extension number followed by #
A voice will ask "Password?"
Key in your password xxxx#

Key 82 and follow voice instructions.

You can record an external greeting Opt1
You can record an internal greeting Opt 2
Or if away from University at any time you can record a temporary greeting Opt3
Key 5 to record.

Temporary greetings override any other greeting that has been recorded. You can put a timer on the temporary greeting to expire on your return. Your usual greeting will then play to callers.

Logging in from an external phone:
Once you have set up your mailbox you can then login from an external phone.
Dial you own direct line 0151 291 xxxx(where xxxx is you extension number).
On answer Key * 81 to login
Mailbox? xxxx#
Password? xxxx#