

# Promise

## Early Education Center

### Toshiba Digital Business Telephone Voicemail User Guide



2023

## To Access Voice Mail From Your Toshiba Phone

1. Lift handset
2. Dial extension 500
3. When the recording says “Enter your security code. Finish by pressing pound” Enter your **extension** then the pound key (#).
4. New and saved messages will be described
5. Follow the recorded directions

## To Update Voice Mail From Your Toshiba Phone

1. Lift handset
2. Dial extension 500
3. When the recording says “Enter your security code. Finish by pressing pound” Enter your **extension** then the pound key.
4. It will tell you how many new and saved messages you have
5. Press 3 to manage mailbox
6. Press 1 to change greeting

## To Access Voice Mail From Your Cell Phone

1. Call 207-795-4040
2. Press the star key when greeting starts (\*)
3. Enter your extension then the pound key (#).
4. Enter your extension then the pound key (#) again.
5. New and saved messages will be described.
6. Follow the recorded directions