**Nortel Phone Voicemail Service**

1. You can re-record your Nortel Voicemail message to include the appropriate cell phone number so that callers can reach you directly.

To Record your greeting:

a)  While logged in to your mailbox, press 82.

1. Press 1 for external greeting,2 for internal greeting, or 3 for temporary greeting.
2. Press 5 to record. Wait for the tone, then record.
3. Press # to end your recording. ►To play your greeting, press 2.
4. Press 4 to return to your messages.

1. You can allow all calls to go to your Nortel Voicemail mailbox; you will need to check Voicemail frequently and return calls as needed.

To log in to your Nortel mailbox:

1. Dial 656-9930

b)   Enter your mailbox/phone number, then press #

c)   Enter your password, then press #.