

From any phone in your office:

1. Dial **999**.
2. If prompted to enter a passcode, dial *****.
3. When prompted for the extension, enter the extension assigned to your Hunt Group (Your Hunt Group extension can be found on the Dashboard in Portal).
4. When prompted, enter the passcode for the hunt group. If it has not been changed, the default passcode is 19992005.
5. If you have not changed your passcode from the default, you will be prompted to do so the first time you access your Voice Messaging. In this case, enter a secure passcode (minimum 6 digits) followed by #. Re-enter the new passcode followed by # to confirm.
6. Follow the prompts to access your messages or change greetings.