

### Access Your Voice Mail Box

1. Dial 612-767- POPP (7677) or dial [\*15] *Not available with all line types*
  2. When prompted, enter your voice mail box number (typically, your main number)
  3. When prompted, enter your password (default is 1234), then press [#]
- or-
1. Dial your voice mail box number or your Direct Inward Dial (DID) number
  2. While greeting is playing, press [\*]
  3. When prompted, enter your password (default is 1234), then press [#]

### Main Menu

- [5] Dial Outdial number
- [7] Play current date and time
- [9] Mail box setup
- [0] Repeat main menu options
- [\*] Enter a different voice mail box

### Mail Box Setup Menu

- [1] Greeting options
- [2] Change password<sup>1</sup>
- [4] Enable/disable auto login
- [5] Change language settings
- [7] Edit Outdial number
- [0] Repeat mail box setup menu options
- [\*] Return to main menu

### Language Settings

- [1] English
- [3] Spanish

### Greeting Options

*With multiple greetings feature*

- [1] Play current greeting
- [2] Re-record greeting
- [3] Delete current greeting
- [5] Pick a new greeting
- [0] Repeat greeting options
- [\*] Return to mail box setup menu

### Greeting Options

*Without multiple greetings feature*

- [1] Play current greeting
- [2] Re-record greeting
- [3] Delete current greeting
- [0] Repeat greeting options
- [\*] Return to mail box setup menu

<sup>1</sup> If [#] is entered without entering a new password—and confirmed by pressing [#] again, you will not be prompted to enter a password when calling voice mail. POPP does not recommend this, as any caller can access your voice mail by entering [\*] during your greeting. A better option is to enable the auto login feature, which allows you to enter voice mail without being prompted for a password when calling from the phone line assigned to your voice mail box.