

## **INSKIN AND MINIVOICE VOICEMAIL: MAILBOX ADMINISTRATION.**

1. FROM ANY OFFICE TELEPHONE.
2. DIAL 450 ON THE KEY PAD (IF YOU HAVE 4 DIGIT EXTENSIONS, YOU MUST START WITH YOUR LEADING DIGIT, IE. 1450 OR 2450, ETC.)
3. DURING THE GREETING PRESS # # 009 # 56.  
(WITHOUT ANY PAUSES BETWEEN THE DIGITS)
4. PRESS 2 FOR MAILBOX ADMINISTRATION WITH OPTIONS TO CHANGE A PASSWORD, ADD ADDITIONAL MAILBOXES, DELETE A MAILBOX, RECORD A MAILBOX GREETING AND RESET A MESSAGE WAITING LIGHT.