



Voicemail Instructions

Accessing your Voicemail for the First Time:

- Step 1: Dial *86 (Alternative try 2000#) Varies by phone
 - Step 2: Enter your temporary password of 0000 followed by #
 - Step 3: Enter your new 4-digit password followed by #
 - Step 4: For Verification, enter your new 4-digit password followed by #
 - Step 5: Record your name followed by #
 - Step 6: Press the * key to save the name recording
- You may now hang up as your voicemail box is ready to accept new messages

Accessing Voicemail After First Time:

- Step 1: Dial *86
- Step 2: Enter your password
- Step 3: Press 1 to access your Voicemail Box
- Step 4: Press 1 to Listen to your messages

Recording New or Revised Personal Voicemail Greetings:

- Step 1: Dial *86
- Step 2: Enter your password.
- Step 3: Press 1 to get into your voicemail box.
- Step 4: Press 3 to Record a 'No Answer Greeting' (follow prompts)

How to Remotely Dial into your Voicemail

- Step 1: Dial your phone number or your main business number followed by your extension
- Step 2: Once you hear your voicemail greeting, press the * key
- Step 3: When prompted, Enter your voicemail password

If you need to change your password, please contact Crocker technical support via email ShutesburySupport@crocker.com or call 413-654-1703.