

# INSKIN AND MINIVOICE VOICEMAIL:

## REMOTE VOICEMAIL ACCESS

1. DIAL YOUR **MAIN** OFFICE TELEPHONE NUMBER.
2. WHEN THE GREETING PICKS UP, DIAL:  
\*, #  
  
*(Some users will only need to enter #)*
3. WHEN THE MAIN GREETING STARTS TO PLAY, DIAL:  
#, #, 0, 0, 9, #, 5, 6.
4. **PRESS 1** FOR SYSTEM GREETINGS.  
  
A) ENTER **01** TO RECORD THE **DAY** GREETING.  
B) ENTER **02** TO RECORD THE **NIGHT** GREETING.  
C) ENTER **05** TO RECORD THE SPOKEN **DIRECTORY**.
5. CHOOSE **OPTION 2** TO RERECORD AND BEGIN RECORDING.
6. PRESS ANY KEY TO STOP THE RECORDING.
7. ENTER 1 TO REVIEW THE RECORDING.
8. TO EXIT, PRESS THE \* KEY, UNTIL YOU HEAR “HANGING UP NOW.”