Accessing Your Mailbox
1. Dial the PhoneMail direct access number.
2. Press # if calling from your own extension - or dial your extension number followed by # if calling from an extension other than your own.
1. Dial your password followed by #.

Initial Passwords:
Museum & 280 S. Columbus: 1111111
Sharp, Sullivan, 116 & 112: 111111

Changing PhoneMail Options
Changing Your Password
1. Access your mailbox, then press 9 for mailbox options.
2. Press 3 to change your password.
3. Enter your new password, then press #. The PhoneMail system verifies your new Password.

Recording Your Name
1. Access your mailbox, then press 8 for answering options.
2. Press 4 for recorded name.
3. Press 1 and record your name.
4. Press * # when you complete the recording.

PhoneMail Direct Access Numbers

<table>
<thead>
<tr>
<th>On-site</th>
<th>Off-site</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Museum &amp; 280 S. Columbus</strong></td>
<td></td>
</tr>
<tr>
<td>Direct Access</td>
<td>(312) 443-3775</td>
</tr>
<tr>
<td><strong>Sharp, Sullivan &amp; 116 S. Michigan</strong></td>
<td></td>
</tr>
<tr>
<td>Direct Access</td>
<td>(312) 629-6516</td>
</tr>
<tr>
<td><strong>112 S. Michigan</strong></td>
<td></td>
</tr>
<tr>
<td>Direct Access</td>
<td>(312) 345-3698</td>
</tr>
</tbody>
</table>

Recording or Changing your Personal Greeting
1. Access your mailbox, then press 8 for answering options.
2. Press 1 for personal greeting.
3. Press 1 again and record your greeting.

Listening to a Message
1. Access your mailbox, then press 3 to listen.

Options
Press 4 to save message.
Press 7 to replay message.
Press 6 to delete message.
Press # to continue to next message.
Press 1 to record an answer.
Press 9 to forward msg to another mailbox.