



State of Arkansas

Click "Settings"

Choose "Messaging" Tab

"Settings" again

Check "Auto-forward..." and enter email address in box

Messages & Calls    Contacts    Call Manager    Reminders    **Settings**

Settings (501) 682 2422

Security    **Messaging**

[Settings](#) | [Mailbox](#) | [MWI](#) | [Email](#) | [Pager](#) | [Outdial](#) | [Override](#) | [Greetings](#)

**Subscriber Timezone**

Timezone setting used by all services:  
(GMT-6.00) America/Central

**Voicemail Auto-Forwarding**

Auto-forward all voicemail messages to this email address:  
lane.bailey@arkansas.gov

Leave a copy of forwarded voicemail messages in the inbox.

Include action links in forwarded voicemail

Apply    Cancel

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## **VOICE MAIL INSTRUCTIONS**

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### **First Time Use**

Dial 356-6245

Enter pin number 2468 & Press #

You are now in the Main Menu

*Your mailbox has been setup with a system standard greeting already in place. You may keep this greeting or choose one of the other greeting options listed below.*

*The 2468 pin is the system password. You may keep this pin number or change it to a personal pin number. See instructions below.*

### **Listen To Your Messages**

*If you are accessing through your desk phone you will not be asked to enter your mailbox number. It will automatically be recognized.*

Dial 356-6245

Enter your pin number

*If you are accessing through any other number*

Dial 356-6245

Enter your 10-digit mailbox number & Press #

Enter your pin number & Press #

**Press 1** to Listen

**Press 2** to Save

**Press 3** to Delete

**Press 4** to Reply

**Press 5** to send a copy (forward)

**Press #** will keep message as NEW

### **Establishing a Greeting:**

Dial 356-6245 and login to system

Press 3

Personal greeting Press 1- will prompt you to record greeting, press # to end recording.

Extended absence greeting Press 2

For system automated greeting or to change name greeting Press 3

Busy greeting Press 5

To exit Press \*

### **Change Password**

Dial 356-6245 login to system

Press 4

Press 3

Press 1 for password