

# It's your message system

We want you to be familiar with the Octel voice processing system as soon as possible, so you can put it right to work for you. This guide explains a few of the system's important features. For more information, consult the User Reference Manual.

## Reaching your mailbox

### *From your office phone*

- Call the internal Octel system phone number

54545

- Enter your password

### *From outside the company*

- Call the Octel system phone number

465-4545

- Indicate you are a subscriber **#**

- Enter your mailbox number

(Same as your extension)

- Enter your password

### **Tips**

If you're calling the system using an AT&T credit card, don't press **#** too quickly. This may signal that you're placing another credit card call. Wait until the introductory prompt finishes.

Before you reach your mailbox, you may hear some special system messages. You should listen to these messages before you proceed.

Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options.