

COMSPAN VOICE MAIL SET-UP

When accessing VM for the first time:

1. From your phone dial *98.
2. You will be asked for a PIN code. Enter the default PIN code 000000.
3. Please follow the prompts and change your PIN code. The default PIN is good for accessing VM (3) times only.*
4. You are now prompted to record a personal greeting and your name.
5. This completes the VM set-up.

**ComSpan customer care can unlock your PIN code if you have a problem.*

Remote Voicemail Access:

1. Dial (541) 329-0002
2. When prompted for the PIN press the star (*) key.
3. The system then asks you to enter your telephone number (with area code) and the pound (#) key.
4. You will then be asked for your PIN code.
5. You are now ready to check your messages.