

# 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 you PIN code if you have a problem.*

## Remote Voicemail Access:

1. Dial (541) 229-3002
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.