To access Voicemail from your telephone:
Press the Voice Mail key, the system will prompt you for a password (the first time you log in your password is your extension number followed by 997)

The first time you access your voice mail box Stratagy will walk you through a tutorial that will help you to set up the following:

1. Record your NAME.
2. Record your GREETING 1 (you can recording greetings 2-7 by accessing the option to manage your mailbox from the main menu.
3. Change your SECURITY CODE from default.

You must completely finish the tutorial, or Stratagy will force you to finish the next time you access your voice mailbox. You will know your finished when Stratagy says "User ID xxx is enabled."
After you have completed the tutorial you may change your settings at anytime, by accessing the Manage Menu in your personal mailbox.

To retrieve messages after set-up:

Inside the office (from your phone)
- Press the Call Vmail button.
- When prompted enter your security code followed by the # sign.
- Press 1 to play your new messages.

Inside the office (from another phone)
- Press the Call Vmail button.
- When prompted to enter your security code Press the # key and then the * key.
- When prompted enter your mailbox number.
- When prompted enter your security code.
- Press 1 to play your new messages.

Outside the office:
- Dial the main company number.
- If some one answers the phone ask them to transfer you into the voice mail system. When the greeting answers press *.
- When prompted enter your mailbox number.
- When prompted enter your security code.
- Press 1 to play your new messages.