



Consolidated Technology Services • WA

## Getting Started – Setting up your Aura Voice Mail

1. Internal access:
  - a. From your own desk.
    - i. Dial the voicemail access number.
    - ii. Enter the **temporary password: 692872**
  - b. From someone else's desk.
    - i. Dial the voicemail access number.
    - ii. Press \* followed by #.
    - iii. Enter your 10-digit mailbox number.
    - iv. Enter the **temporary password, 692872**, followed by #.
2. External access:
  - i. Dial the voicemail access number.
  - ii. When the voice messaging system answers press #.
  - iii. Enter your 10-digit mailbox number.
  - iv. Enter the **temporary password, 692872**, followed by #.

**Contact your Telecommunication Coordinator if you have not received the temporary password.**

*Note: The first time you log into your voicemail box, the system will walk you through your initial mailbox setup. You will be prompted to:*

1. Change your password.
2. Record your name.
3. Record your personal greeting.

