

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.

