

ACCESSING CENTREX VOICEMAIL (NUMS)

Accessing Voicemail when in the Office

- DIAL 9-1-877-584-9321 (must dial '9' first when in the office)
- Enter PIN (password) - temporary password is 4 digit extension number followed by # (Ex. 610-555-3456 password is 3456)
- Follow prompts to set "In the office and available" greeting
- You should change your PIN (password) to a 4-8 digit PIN (password)
- Please Do Not use your extension number, consecutive numbers (1234) or repeating numbers (3333)

If your line forwards on busy to voice mail you can use the following shortcut to access NUMS, the Centrex voice mail system, from your own line:

- DIAL 4 digit extension number (Ex. 610-555-3456 = 3456)
- When you hear your greeting play, press the * key
- Enter your PIN (password) followed by #

Accessing Voicemail from a Different Phone Line

- If calling from another Career Link line DIAL 9-1-877-584-9321, if calling from home dial 1-877-584-9321 (no need to dial '9' when outside the office).
- Enter 10 digit telephone number followed by #
- Enter PIN (password) - enter password followed by #
- Follow prompts to set "In the office and available" greeting

Setting Email Notification and Operator Option via Internet

- Enter <https://messagecenter.mci.com/MessageCenterSB4> in Internet browser.
- Enter 10 digit telephone (no dashes) and PIN on Log In screen
- **To set email notification** - Click on My Info
- Enter your email address
- Click on "On" radio button next to E-mail Notification
- Click on red Save button in the upper left hand corner of screen
- **To set operator option** - Click on Find Me tab at top of screen
- Scroll down to the bottom of the page and place cursor in operator number box
- Type the number that you would like callers to reach if they depress 0 when listening to your greeting. You may want to use 6103849494
- Click on red Save button in the lower left hand corner of screen
- Click on Logout button in upper right hand corner