



Compello Voice Mail Instructions

Access Voice Mail

To access your voicemail from:

1. Your own phone.

- Dial *85
- Enter your extension when prompted “Mailbox”
- Enter your password when prompted “Password”

2. Remotely

- a. If your company has an auto attendant: Call the office phone number and when the Auto Attendant answers, follow the above steps that are listed for calling from your own phone.
- b. If your company has no auto attendant:

Dial the Compello Remote voice mail retrieval number for your location

Edmonton: 780.409.1516
Banff: 403.760.2522
Vancouver: 604.678.5916

Dial one of your office numbers, enter your voicemail box number and password, then follow the directions below



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Mailbox Options

1. Press 1 to receive your messages

- Press 5 to repeat the current message
- Press 6 to receive the next message
- Press 7 to delete the message
- Press 8 to forward the message to another user
- Press 9 to save this message

2. Press 2 to change folders

3. Press 3 for advanced options

4. Press 0 for Mail box options

- Press 1 to record your unavailable message
- Press 2 to record your busy message
- Press 3 to record your name
- Press 4 to record your temporary greeting

Press 5 to change your password