



Kansas City Electrical Supply

I.T. Department Tip-Sheet / Checklist

ON-CALL VOICE-MAIL PROCEDURES

REVISED 11/10/08

VOICE MAIL

ONCE YOU RECEIVE A CALL FROM THE VOICEMAIL SYSTEM:

- 1 Call into the office: (913) **563-7099** or any main number, if we are CLOSED.
- 2 When the Auto Attendant (AA) answers and starts giving an announcement about our hours etc → enter the on-call mailbox number: **[9]-[1]-[1] [#]**
- 3 Once the Announcement/Message comes on (me saying “ *you have reached the after hours emergency mailbox....*”) → hit **[*]** on the key pad.
- 4 The AA will then ask for your mailbox number → enter **[9]-[1]-[1] [#]**
- 5 The AA will then ask for your mailbox PIN → enter **[9]-[1]-[1] [#]** again, the PIN is the same.
- 6 Hit **[1]** to listen to the message.
- 7 Be sure and either delete the message or to save it in the saved message folder. If you leave it as “new” the system will keep calling because it thinks it has a “new” message to deliver.