

	GILES CHEMICAL A DIVISION OF PREMIER MAGNESIA LLC		
	INFORMATION TECHNOLOGY – Remote Access to Voicemail		
	2012	Page : 1 of 1	Revision : 1 st Date : 02/16/12
	Author: Beth A. Martin		Title : ITRemoteVM – 2012

Instructions and Policy on Remote Access to Giles Voicemail

Created by Beth A. Martin

INSTRUCTIONS

1. Call into the Giles NC office at 828-452-4784.
2. When you hear the Voicemail main menu, press * (asterisk) 7
3. Then enter your 2 digit extension number followed by the # (pound)
4. Enter your password followed by the # (pound)

You should now be able check your voicemail, change systems settings, and greetings.

POLICY

By access to and use of any of Giles network, systems, voicemail and e-mail, the employee is expected to follow all policies and guidelines that have been set forth as a Giles employee. Giles cannot and will not be held responsible for problems on any personal equipment used to access Giles network/systems. Technical support is limited to Giles equipment only, so use of personal equipment is at your own risk.

Voicemail and e-mail passwords are not to be changed without prior notification and approval from management and IT. It is your responsibility to report any breaches, illegal, suspicious or misuse of Giles network/systems to management or Information Technology immediately or as soon as possible when one of these situations occurs.

As a representative of Giles you are expected to use Giles network, systems, voicemail and e-mail professionally and responsibly. If you are found to have misused Giles network, systems, voicemail or e-mail, disciplinary action and possible termination could be a result. Please use good judgment, professional, legal and ethical behavior when using Giles network, systems, voicemail and e-mail.

Giles also reserves the right access voicemail, e-mail, data and log files or anything else associated with its network/systems at anytime without notice.