

INITIALIZING YOUR VOICEMAIL MAILBOX

Press the Voicemail button on your phone.

If you are not at your own phone press the * key after pressing the voicemail button and the system will ask you for your mailbox number and password instead of just your password.

SYSTEM WILL SAY:

Please enter your password, then press #
Your initial password is 0000

SYSTEM WILL SAY:

You must change your password, please enter your new password then press #

Choose a new 4 digit password

Passwords cannot start with 0, cannot be 4 of the same digit, or be in exact consecutive order.

1234 wrong

1111 wrong

0111 wrong

2111 OK

1232 OK

SYSTEM WILL SAY:

For verification please enter your new password again, then press the #
Reenter your password and press #

SYSTEM WILL SAY:

You must record your name in the company directory, at the tone record your name, to end your recording press #"

Say you're First and Last name then press #

SYSTEM WILL SAY:

To replay your recording press 1

To erase and rerecord press 2

To accept this recording press #

PRESS the # if you are satisfied with your name.

YOU MUST NOW RECORD YOUR PRIMARY GREETING.

PRESS option 8 and then 2.

SYSTEM WILL SAY

- To record a greeting press 1
- To select which greeting to use press 2
- To set up or cancel call forwarding press 3

PRESS 1

SYSTEM WILL SAY:

- To record your Primary Greeting Press 1
- To record your alternate greeting Press 2
- To record a personal greeting press 3

PRESS 1

SYSTEM WILL SAY:

- Your Primary Greeting has not been recorded
- To record a new greeting Press 1
- To exit press *

PRESS 1

SYSTEM WILL SAY:

- At the tone record your greeting, to end recording press #"

RECORD YOU'RE GREETING NOW, AND PRESS # WHEN DONE
This will be the recording people hear when they call your Voicemail

SYSTEM WILL SAY:

- To replay your recording press 1, to erase and re-record press 2, to accept this recording press #

Make sure you press # when you are satisfied with your greeting and then you can hang up.