

ACCESSING YOUR MAILBOX

INITIAL SETUP: The first time you access your mailbox, you will be led through a tutorial to help you set up and personalize your mailbox. The default password during this initial set-up is 1234.

- 1) Dial ***99** from your own telephone OR dial your 10-digit telephone number from another phone
- 2) As soon as greeting starts to play, press **#** to access your mailbox.
- 3) If prompted, enter your 10-digit telephone number
- 4) Enter your password
- 5) Select the desired option from Main Menu

TO RETURN TO THE MAIN MENU

Press ***** repeatedly until you hear the prompt that begins Main Menu.



LISTENING TO MESSAGES

- ➔ From Main Menu, press **1**
- To replay, press **4**
- To hear the date and time (envelope), press **5**
- To delete, press **7**
- To save, press **9**

Skip to next message: Press **#**

To review and recover messages marked for deletion: Press **19** prior to exiting the voice mail system.

NOTE: Pressing **7** while in this mode will permanently delete message

PERSONALIZING YOUR MAILBOX

CHANGING YOUR PASSWORD

- ➔ From Main Menu, press **4**
- ➔ Then press **2, 1**
- ➔ Enter password

NOTE: Password must be 4 to 7 digits long

RECORDING YOUR NAME

Your callers hear this recorded name if no other greeting has been recorded.

- ➔ From Main Menu, press **4**
- ➔ Then press **3, 3**
- ➔ Record your name
- ➔ When finished, press **#**
- To erase and re-record, press *****

RECORDING A SCHEDULED GREETING

Set different greetings to play at different times of the day and week (i.e. hours of business, days open, etc.)

- ➔ From Main Menu, press **4**
- ➔ Then press **3, 1**
- ➔ Follow the system prompts

NOTE: Entering time 800 = 8:00 (you will be prompted for AM/PM)



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