How to Guide: Setting up your voicemail account

The default password "12345" and it is highly recommended that you change it (see Step 7) Also, in order for someone to search the company directory for your name, you will need to record your "Self Identification Message" (see Step 5). In this step, you just need to state your First& Last name (this is <u>NOT</u> your Greeting Message)

Here are the steps for how to configure your new phone voice mail:

To set "**Self Identification Message**" steps (State your First & last Name only):

    (1) Press the message button on your phone
    (2) Enter Personal Identification number (12345)
    (3) Select 9 for options
    (4) Select 5 for "Self Identification Message"
    (5) Select 0 to record and then choose # and then 0 to save

To change your Voice Mail "**PIN Number**" steps (set a new PIN number):
    (1) Press the message button on your phone
    (2) Enter Personal Identification Number (12345)
    (3) Select 9 for options
    (4) Select 7 and enter new pin code and then select #.
    (5) Then push * to save the new pin code.

To set your "**Greeting Message**" step (Record a new voice message greeting):

    (1) Press the message button on your phone
    (2) Enter Personal Identification Number (12345)
    (3) Select 9 for options
    (4) Select 8 and then select 0 to record new greeting message and choose #.
    (5) Select 0 to save greeting message.