


## Initializing Your Mailbox:

1. Lift Handset, dial \* \* and follow prompts:
  - a) Enter **New Security Code** (password can be from 4 to 15 digits and can't be common password such as 1234, 1111, 2580 etc.)
  - b) **Record Name** for the Company Directory
  - c) **Record Personal Greeting**

### Example Script:

"You have reached the voicemail of ..... Please leave a detailed message and I will return your call as soon as possible. To reach reception, press 0. Thank you."

## Listening to Messages:

1. Press your  **Message** key
2. Press **Listen** soft key
3. Select **New, Old** or **Saved**
4. Follow Prompts on display

**OR for more Options**


1. Press \* 17
  - To play **OLD** message, press 1
  - To play **SAVED** messages 2

### While listening to a message:

- To **ERASE** , press 4
- To **SAVE**, press 5
- To **REWIND**, press \*
- To **FAST FORWARD**, press #
- To **FORWARD** to **ANOTHER MAILBOX**, press 6
- To **SKIP** to **NEXT** message, press 9
- To **CALL BACK** sender, press \* \*
- To mark as **NEW**, press \*06


**Important Note:** If you do not mark your message as saved, it will automatically be deleted after 24 hours.

## Changing your Security Code:

1. Press your  **Message** key
2. Press **Personal**
3. Press **Password**
4. Enter your **New Password** (password can be from 4 to 15 digits and can't be common password such as 1234, 1111, 2580 etc.)
5. Press **Submit**

**Note:** You will not be required to enter a security code when accessing your voicemail from your own extension, only if accessing it from another phone or offsite

## Recording Your Personal Greeting

1. Press your  **Message** key
2. Press **Greet** soft key
3. Press **Record** to begin Recording
4. Press **Stop** when finished recording
5. Press **Save Or OK**



**Accessing Your Voicemail From Off Site:**

1. **Call the main number** (or direct line *if* applicable). When auto attendant greeting begins:
2. Press # key followed by your **Extension Number** ex. #101

**Listening to Messages:**

1. **Call the main number** (or direct line *if* applicable). When auto attendant greeting begins:
2. Press # key followed by your **Extension Number** ex. #101
  - To play **OLD** message, press **1**
  - To play **SAVED** messages **2**

**While listening** to a message:

- To **ERASE** , press **4**
- To **SAVE**, press **5**
- To **REWIND**, press **\***
- To **FAST FORWARD**, press **#**
- To **FORWARD** to **ANOTHER MAILBOX**, press **6**
- To **SKIP** to **NEXT** message, press **9**
- To **CALL BACK** sender, press **\* \***
- To mark as **NEW**, press **\*06**

**Changing your Greeting from Off Site:**

1. **Call the main number** (or direct line *if* applicable). When auto attendant greeting begins:
2. Press # key followed by your **Extension Number** ex. #101
3. Press **3** for **Greetings**
  - a. Press **0** to **Listen** to the current greeting
  - b. Press **1** to **Change** or **Delete** the Greeting
  - c. Press **3** to **Save** and Activate the Greeting

**Changing your Security Code from Off Site:**

4. **Call the main number** (or direct line *if* applicable). When auto attendant greeting begins:
5. Press # key followed by your **Extension Number** ex. #101
6. Press **5** for **Personal Options**
7. Press **4** for **Password**
8. **Enter your new password**, followed by # (password can be from 4 to 15 digits and can't be common password such as 1234, 1111, 2580 etc.)
9. **Re-enter** your new **password** followed by #.

**Note:** You will not be required to enter a security code when accessing your voicemail from your own extension, only if accessing it from another phone or offsite

