

Initializing Your Mailbox

1. Press **Feature 981 OR** press your **Voicemail** key (if Applicable)
2. Enter default security code **0000**, then press **OK** soft key OR **#**
3. **Enter a New Password**, then press **OK** soft key OR **#**
4. Press **OK** or **#** to accept your password
5. **Record your Name** (**only your name**) for the company directory
6. Press **OK** or **#** when done and press **OK** or **#** to accept
7. **Hang up** when done

Recording Your Personal Greeting

1. Press **Feature 981 OR** press your **Voicemail** key (if Applicable)
2. Press **8 OR Admin**
3. Press **2 OR Greet**
4. Press **1 OR Rec**
5. Press **1 OR Prime**
6. **Follow prompts**

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.”

Switching to you Alternate Greeting

1. Press **Feature 981 OR** press your **Voicemail** key (if Applicable)
2. Press **8 OR Admin** soft key
3. Press **2 OR Greet** soft key
4. Press **2**
5. Press **1** to switch to your **Primary Greeting OR** Press **2** to switch to your **Alternate Greeting**

Listening to Voicemail Messages

1. Press **Feature 981 OR** press your **Voicemail** key (if Applicable)
2. Press **2 OR Play** soft key
3. Press one of the following any time while listening:
 - **1** to **Backup** (9 Seconds)
 - **11** to **Replay** the message
 - **2** to **Pause** the message
 - **4** to **Previous Message**
 - **5** to **re-direct** to another mailbox
 - **7** to **Time and Date**
 - **77** to **Save**
 - **6** to **Next message**
 - **8** to **Delete**

Changing your Recorded Name

1. Press **Feature 981 OR** press your **Voicemail** key (if Applicable)
2. Enter your password, then press **OK** or **#**
3. Press **8 OR Admin** soft key
4. Press **1**
5. **Follow Prompts**

Accessing your Mailbox from Off Site

1. **Dial then main office number.** When the company greeting answer:
2. Press ****** follow by your **extension number** and **security code**, then press **#**