



VOICEMAIL FIRST TIME EASY SET-UP

To set up your personal Voicemail account, begin by pressing the MESSAGE button on your keyset. If prompted to enter a password, do so at this time (Default Password is 0000). After log in, you must set up all of the following five options for optimum performance.

Change Your Password.....# - 7 - 1
Required to Log In as a Subscriber. Password length can be from 1 to 8 digits. Default password is 0000.

Record Your Name.....# - 7 - 2
To record you name, simply state your name as though you were speaking to someone in person. This recorded name plays to your callers when they are transferred through the Auto Attendant. The Automated Directory also plays your recorded name so callers receive the correct spelling.

Enter Your Dial-By-Name Directory Name.....# - 7 - 3
You are asked to first spell, enter and accept your Last Name, then your First Name on the Telephone Keypad. The Automated Directory uses the feature for callers who do not know your extension number but do know your name.

Record Your Primary (No-Answer) Greeting.....5 - 1 - 2
ALWAYS begin recording your greeting by using the SOFT KEY BUTTONS and pressing DELETE (the soft key furthest to the right on the keyset). After doing this, you will immediately hear a beep. After this beep, begin recording your greeting. Once you are finished recording your personal greeting, enter 2. To replay the greeting, press 1. When you are satisfied with your personal greeting, press # to save.

NOTE: This Greeting will be played when someone calls or is transferred to your phone and you are unable to answer. This recording is mandatory and is different from the Mailbox Greeting recorded in step 5.

Record Your Mailbox Greeting.....5 - 7 - 2
ALWAYS begin recording your greeting by using the SOFT KEY BUTTONS and pressing DELETE (the soft key furthest to the right on the keyset). After doing this, you will immediately hear a beep. After this beep, begin recording your greeting. Once you are finished recording your personal greeting, enter 2. To replay the greeting, press 1. When you are satisfied with your personal greeting, press # to save.

NOTE: The following Greeting plays when a call is transferred directly to your voicemail and your phone does not ring. It is different from the greeting recorded in step 4 and is mandatory.