

Individual Voice Mail Box Setup

Logging into Voice Mail

Press the Voice Mail button



Dial your password (*your default password is 1234*)

Press  to accept


(*The system will prompt you to change your password and record your name when logging in for the first time*).

Changing your Password (7) (4)

Enter new password, Press  to accept. Repeat to confirm.

Record your Name (7) (6)

Record your First and Last Name

Press  when finished recording


Press  to Accept

Record your Personal Greeting (7) (1)


Press  For Mailbox Options


Press  to Record Standard Greeting

Record your greeting for the current active call handling mode (*Default is Standard*)


Press  when finished recording, you will be prompted to select from the following options:

 Accept


 Review


 Re- Record

 Delete


 Cancel

*After you have recorded your standard greeting see below to record other call handling modes **(Option 2 to set the Call Handling Mode and then Go back to and press 1 to record greeting)** in Mailbox Options:*

 In a Meeting

 Out of the Office

 Extended Absence

 Custom