

## Setting up your Voicemail Box and Primary Greeting

You can begin to use your Voice Mail as soon as you have completed the following steps:

**Step 1 Select a personal passcode.** The passcode should be between 4-8 digits that are easy for you to remember, but difficult for others to guess. It is recommended that you chose a passcode that is the maximum length (8 digits) for security reasons. Do not begin the passcode with 0 and do not use number sequences such as 1111 2222.

### Step 2 Initializing your new Mailbox:

1. Press **OPEN MAILBOX** key to open your mailbox and lift the handset.
2. Enter **1 2 3 4** (the default password) and press **OK** or **#** key.
3. Press **ADMIN**, then **PSWD**
4. Enter your new mailbox password and press **OK** or **#** key.
5. Enter your new mailbox password again and press **OK** or **#** key ( for security reasons).
6. After you have changed your password, pick up the handset and press 1. You will hear your name and extension followed by a tone.
7. At the tone, record your name and extension number in the Company Directory and press **OK** or the **#** key.
8. Press **OK** or the **#** key to accept the recording.
9. Press **GRTG**, then **REC**, then **PRIME**
10. The display will briefly display NOT RECORDED and ask RECORD NEW.
11. Press **YES**, then record your personal greeting through the handset.
12. Press **Rls** key to end this session.