

VOICEMAIL INITIAL SETUP FOR 4008 TELEPHONE :

Initial Setup For Personal Voicemail Box:

1. Press the messages button on your telephone set. (Amber colored button with envelope.)
2. Use the down arrow until you see “Voice Message” on your display.
3. Press OK.
4. You will be prompted by the system to enter a password. **The default password is your extension number.**
5. The system will then prompt you to enter a new password. Choose a password between 4 & 12 digits. You will be prompted for this password every time you check your messages, so it should be something you will remember.
6. Enter the new password. The system will confirm the password you’ve entered. Press # to save the new password.
7. You will then be prompted to record your name. Record your first & last name and press #. The system will allow you to hear your recorded name. Press # to save your name or press * to re-record.
8. You will then be prompted to record your greeting.
 - a. Press 1 if you want callers to hear a standard system greeting **OR**
 - b. Press 2 to record a personal greeting. (Recommended) Press 2 again to record. Press # to save your personal greeting or press * to re-record.
9. Congratulations! Your mailbox setup is complete!