

VOICEMAIL INITIAL SETUP:

Initial Setup For Personal Voicemail Box:

1. Press the messages button on your telephone set. (Amber colored button with envelope.)
2. Press the white soft-key next to “Voice Message” on your display.
3. You will be prompted by the system to enter a password. **The default password is your extension number.**
4. 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.
5. Enter the new password. The system will confirm the password you’ve entered. Press # to save the new password.
6. 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.
7. 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.
8. Congratulations! Your mailbox setup is complete!

Initial Setup For Department Extension Voicemail Box:

1. Press the white soft-key next to the VM 4XXX icon on your display. (Please note, you may have to use the down arrow on your navigator to see this icon.)
2. You will be prompted by the system to enter a password. **The default password is the extension number.**
3. 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 messages, so it should be something you will remember. Don’t forget to share the password with anyone else that will check this mailbox.
4. Enter the new password. The system will confirm the password you’ve entered. Press # to save the new password.
5. You will then be prompted to record a name. Record the name of the department and press #. (ie: “North High School Guidance”) The system will allow you to hear the recorded name. Press # to save or press * to re-record.
6. You will then be prompted to record a greeting. Press 2 to record a personal greeting. (ie: “You have reached the Guidance office at Great Neck North High School.....”) Press 2 again to record. Press # to save the greeting or press * to re-record.
7. Congratulations! Your department mailbox setup is complete!