First-Time Steps for VoiceMail System Users

This quick reference is for you, if you are using your voicemail system with your telephone for the first time. It includes quick steps to help you:

- **Log into the voicemail system.**

- **Record your name.**

- **Create your own password.** The first time you access the voicemail system, you use a default password. You should create your own password for accessing the system after the first time.

- **Record a greeting.** Incoming callers will hear your personal greeting when they reach the voicemail system. You might want to write down your greeting before recording it.

- **Get your messages.** You could have messages already waiting when you use the voicemail system for the first time. You will hear how many messages you have when you log in.

Log In
1. Dial xt. 2333
2. When prompted, enter **your** extension number and the pound sign (**#**).
3. When prompted for the default password, press the pound sign (**#**) again.

Record Your Name
1. When prompted, press **1**.
2. Say just your name.
3. Press **1** again.
4. After your recording is played back:

    - Press **#** to approve your recording.

            OR

    - Press **1** to re-record your name.

Create Your Own Password
1. When prompted, enter the password you would like to use for accessing your voicemail mailbox.
2. Press **#**.
3. To confirm, enter your password again, followed by **#**.

Record a Greeting
1. After confirming your new password, press 3 to access the Administer Personal Greeting menu.
2. When prompted, press **1** to create a greeting.
3. Enter the greeting number (for example, enter 1 for greeting number 1).
4. At the tone, record your greeting.

5. When finished recording, press **#**.
6. After you record your greeting, you can:

- Press **2 + 3** to listen to the greeting.

    OR

- Press **#** to accept your greeting as is.

    OR

- Press **1** to re-record your greeting.

7. Press **1** to use this greeting for all incoming calls.

Get Your Messages
1. From the main menu, press **2**.
2. After each header (introduction), press **0** to hear the message.
3. After you listen to the message, you can:

- Press ***D** to delete the message.

    OR

- Press **#** to skip the message and save it.

    OR

- Press **1** to reply to the message.

Exit
1. To exit, hang up the telephone.