



## **VOICEMAIL SETUP**

Default password is your extension number.

Log into your mailbox: Dial \*2 or press the MESSAGE key.

Enter extension number then # key. Enter password then # key.

Press 0 for mailbox options.

Press 1 to record your unavailable message. Press # when finished and listen to more options. If you're sure the message is good press 1.

Press 3 to record your name. This is important for the dial by name directory. When finished press # key.

Press 5 to change your password. When finished press the # key.

Hang up when finished.

Your mailbox is ready to take messages.