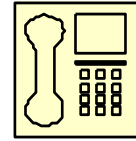


Voice Mail: Basics 2011-12



Record or Initialize Mailbox Greeting:

- Press FEATURE and the numbers 981
- Enter your mailbox password (Your current password is your 4 digit phone extension number. Press 0000 for initial mailbox setup.)
- Press OK
- Follow Prompts
- Press ADMIN or 8
- Press GREET or 2
- Press REC or 1 to record your greeting
- Select which greeting you are going to record (prim = primary)
- Press YES or 1 to record your greeting
- At the tone, record
- Press OK or # to end your recording
- Press OK or # to accept your recording
- Press PLAY or 1 to listen to the greeting
- Press RETRY or 2 to erase and re-record the greeting
- Press RLS to end the session

Change Mailbox Password:

- Press FEATURE and the numbers 981
- Enter your mailbox password (Your current password is your 4 digit phone extension number. If the 4 digit extension number doesn't work try 0000.)
- Press ADMIN or 8
- Press PSWD or 4
- Enter your new mailbox password and press OK or #
- Enter your new mailbox password again and press OK or #
- Press RLS to end the session

Check Voice Mail:

- Press FEATURE and the numbers 981 to open your mailbox
- Enter your mailbox password and press OK or #
- Press PLAY to listen to your messages
- Press ERASE or 8 to erase the message
- Press RLS to end the session

Change your name in the Company Directory: (Recorded message after mailbox password is entered.)

- Press FEATURE 981 to open your mailbox
- Enter your mailbox password and press OK or #
- Press ADMIN or 8
- Press 1
- At the tone record your name.
- Press PLAY or 1 to listen to your recording
- Press OK or # to accept your recording
- Press RETRY or 2 to re-record your name
- Press RLS to end the session

Want to Know More about Voice Mail?

[Click here for the COMPLETE manual – PDF version](#)