**Your New Voice Mail Box:**

To use the voice mail service, you must first initialize, or set up your mailbox. The system tutorial will instruct you to do the following:

* Change the factory supplied default password to your own personal password.
* Record your primary greeting.
* Record your name for the directory

**To set up your mailbox for the first time from your own desk phone**

* Lift your handset, then press the **Message** button or dial 100. The system will ask you to enter your PIN.
* Dial **Your Mailbox Number**, which is your initial factory supplied passcode.
* The system will then play a Tutorial that will assist you in setting up your mailbox

**Changing your factory supplied passcode to your own:**

1. The Tutorial will ask you to enter **8** for User Options. Dial **8**
2. Dial **7 (P)** You will then be prompted to enter a new passcode, which must be 4+ digits in length, and NOT include your current password, (1111), or your mailbox number

**Recording your Greeting:**

1. The Tutorial will ask you to enter **8** for User Options. Dial **8**
2. **Dial 4 (G)** The Tutorial will offer prompts to listen to, record, or delete and re-record your personal.
3. Note: You will be offered the opportunity to manage your *Primary Greeting* “P”, and your alternate, *Busy Greeting* “B”. Use your *Busy Greeting* when you’re away for an extended period of time.

**Recording Your Name:**

1. The Tutorial will ask you to enter **8** for User Options. Dial **8**
2. **Dial 6 (N)** The Tutorial will offer prompts to listen to, record, or delete and re-record your name. Only record your name, not a lengthy personal greeting.

**Hot Note:** To skip someone’s Personal Greeting while it is playing press 1

**Setting up your mailbox from inside if you don’t own your own phone**

1. From inside the building, and from any phone, lift the handset and press the **Message** button 
2. The auto attendant will answer with “*Welcome to the message center*....”
3. Enter your **mailbox number**, followed by the **star** button (**\***).
4. You will hear “*Hello mailbox XXX. Please enter your passcode*” Enter your **mailbox number** again, which is your factory supplied passcode.
5. You will hear *“Welcome to your voice message center......”* Follow the instructions and set up your mailbox.

**Accessing from Outside of the Office**

1. Dial your main **DID number**. When the auto attendant answers, press **\*** and then enter your mailbox number
2. When you hear your mailbox greeting, dial **\*** (you will hear “Hello” and your recorded directory name)
3. Dial your **passcode**

**During Message Playback:**

1 30-second pause

\* Rewind by 5-second increments

# Fast Forward by 5-seconds

8 Skip to your next message

**After the Message has Played**

7 Play the message again

2 Answer the person who sent the message

4 To give a copy of a message to someone else

5 Keep/save the massage

3 Delete the message

**Note:** If you accidentally discard a message, you can retrieve it by immediately pressing \*