



VOICEMAIL SETUP INSTRUCTIONS

In order to setup your initial voicemail name and greeting, please follow these steps to record your first and last name, to be followed by your initial greeting that we highly suggest you to have practiced before your attempted recording, or simply read it aloud from your provided script.

While in front of your phone handset, Press either the phone's envelope key or type in *5001 and press dial/send key.



mail

1. When prompted, type in 9899 and Press the # Key (as your password)
 - a. Record your first and last name
2. You will then be prompted for your initial Greeting:
 - a. When prompted, record your initial greeting and Press the # Key when finished.

That's it You are now ready to receive incoming voicemail to your extension.