



Setting up your Voicemail



1. Press button that looks like envelope (Messages button)
2. Enter voicemail password, by default your VM password is the last 4 digits of your main phone number.
3. When prompted please state your name and extension number, followed by the # key. For example; "John Smith Extension 100"
4. When prompted, please state your voicemail outbound greeting followed by the # key. For example; "You have reached the desk of John Smith, I am currently unavailable, please leave a detailed message and I will return your call as soon as possible. Thank You."

If at any time you want to re-record your name or greeting, please hang up and press message button again, followed by your password. Choose option 6, then option 1, followed by option 1 again.

You are required to change your password from the default setting. It is very important for security reasons. To do this, press the messages button, and choose option 5, followed by option 1.