

# Voicemail User Guide

## Initial Setup

- Press the VM key
- At the prompt enter your password (default: 1111) and press #
- Follow the prompts to set your password and record the greeting you would like callers to hear.
- Press 1 to save 2 to listen and 3 to rerecord your greeting.

## Accessing Your Messages

- Press the VM key or dial \*97 and your mailbox number  
(From another phone dial \*97 and your mailbox number)
- Enter your password
  - Dial Options
    - 1 – Listen to New Messages
      - 1 – Save
      - 2 – Replay
      - 3 – Forward
        - Enter the mailbox number you would like to forward to
          - 1 – To prepend a message
          - 2 – To send without prepending a message
      - 7 – Delete
    - 2 – Listen to Saved Messages
    - 5 – Mailbox Options

## After initial setup to change mailbox settings

- Press the VM key or dial \*97 and your mailbox number
- Enter your password
- Press 5 to access Mailbox Options
  - Dial options
    - 1 – Rerecord your Mailbox Greeting
    - 2 – Record your Name that callers will hear
    - 3 – Change your password
    - 4 – To record a Temporary Greeting
    - 5 – To delete your temporary greeting and restore your normal greeting
    - 0 – To return to the main menu