

VOICEMAIL SETUP AND ACCESS

VOICEMAIL

1. Access the **Messages** menu on your phone.
2. Enter **12345** as the default password or use the password you have set up.
3. Press **0** for voicemail options.
4. Press **1** to record your message.
5. Press **#** after recording your message to let the system know you're done.

TEMPORARY VOICEMAIL SETUP

1. Access your voicemail using the voicemail button or *86.
2. Enter your password.
3. Select 0 for mailbox options.
4. Press **1** to record your Unavailable message.
5. Press 2 to record your Busy message.
6. Press 3 to record your name.
7. Press 4 to record your temporary message.
8. Press 5 to change your password.
9. Press **#** after choosing which message you would like to record.
10. Press 1 to accept the message.
11. Press 2 to listen to the message.
12. Press 3 to re-record the message.

SAMPLE SCRIPT

Hello. You have reached the voicemail box of _____(insert name).

I am unavailable to answer your call right now. Please leave your name and call back number, and I will gladly return your call.

Thank you.

ACCESS VOICEMAIL FROM HOME

1. Dial your phone number.
2. When the voicemail menu recording starts, dial *.
3. Enter your password.
4. Dial 1 to listen to your messages.