

## Setting Up Your Voice Mailbox For the First Time

1. From your business line, dial your access number indicated on the Welcome letter that was mailed to you.
2. Series 50: Dial your mailbox number and press \* to interrupt the greeting.
3. Enter your temporary password that was in the Welcome Letter and press #.
4. Press 1 after the brief orientation and follow the prompts to change your temporary password. Choose a password between 4 and 13 digits. It cannot start with 0.
5. Dial your new password and press #.
6. Press # to confirm your new password.
7. Press 5 and record your first and last name and/or company name, then press #.
8. Press # to accept or press \* to cancel and 5 to record again.
9. Press 5 to record a Personal Greeting and # when you're finished.
10. Press # to accept or press \* to cancel and 5 to record again.

## Accessing Your Mailbox

1. Dial your access number. (Series 50: Dial your mailbox number, press \* to interrupt your greeting).
2. Enter your password and press #.
3. If away from your business, enter your mailbox number and press #.

## Reviewing Your Messages

1. Press 1 to listen to messages or to replay a message you just heard.
2. Press 1 to scan through all of your new messages.
3. Press 2 to save a message you've already heard. Depending on your mailbox, messages may be saved for up to 30 days from the date delivered into voice mail.
4. Press 3 to erase a message.
5. Press 4 to reply to a message sent by another Voice Mail or The Message Center user through the voice mail system.
6. Press 5 to forward a copy of a message to another Voice Mail or The Message Center user. If the recipient is another Voice Mail or The Message Center user in your area code, dial their 7 digit mailbox number, otherwise, enter the area code and the 7-digit mailbox number.
7. Press 6 to repeat the time and date a message was sent.

### **Sending a Voice Mail Message to Another Mailbox**

1. At Opening Choices, press 2.
2. Enter the voice mailbox number of the person you want to receive the message and press #. You will hear the name or number of the person you are addressing. If the number you entered is not correct or not a mailbox number, the system will beep and tell you the number is not accepted.
3. To add recipients, enter the mailbox number and press # after each one.
4. Press # again when you have finished entering all the recipients' mailbox numbers.
5. Press 5 to begin recording the message you want to send. Press # when you're done recording.
6. Press # to send the message. You may also press 77 to review your recording or press 0 to select one of 4 delivery options prior to sending: 1 for Private, 2 for Future Delivery, 3 for Nonreceipt Notification, 4 for Urgent Delivery.

### **Changing Your Password**

1. Press 3 at Opening Choices for the Personal Profile Menu, then press 1.
2. The recorded prompts will walk you through the process to change your password.
3. Dial your new password and Press #. Press # to confirm
4. Press \* to exit password or keep old password.