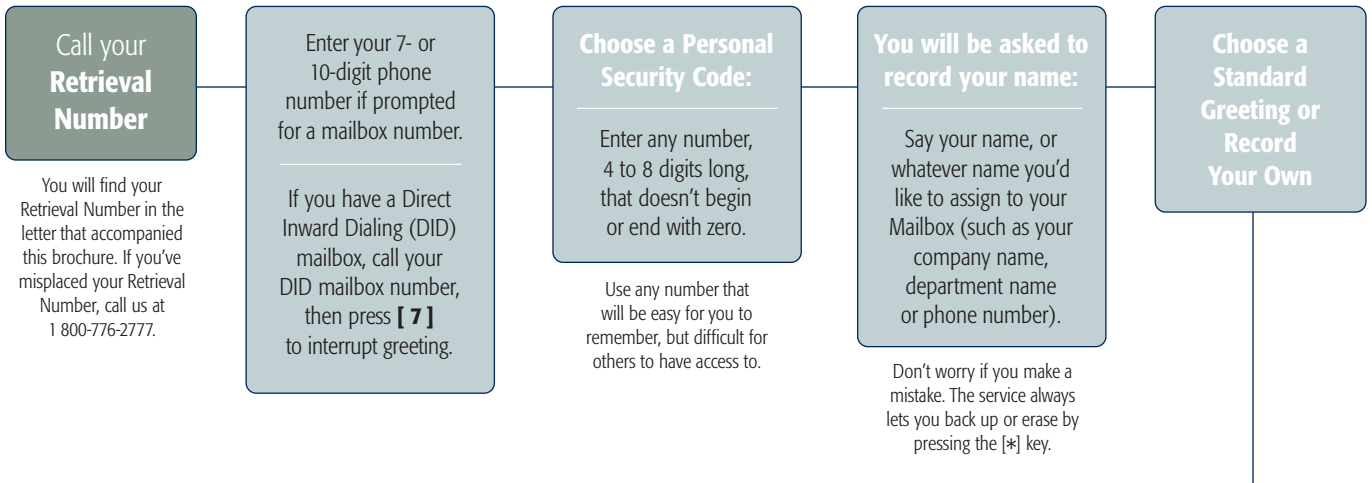


# Setting Up Your Mailbox

**Set-up takes just a few minutes.** Friendly voice prompts will guide you through the entire process. You can always erase anything you've recorded or programmed. However, you must listen to the entire tutorial before you may proceed. To go back to the previous menu at any point along the way, press [\*].

## SETTING UP INCLUDES:

- First-time set-up
- Choosing your personal security code
- Choosing an outgoing greeting
- Recording your outgoing greeting



YOU WILL BE ASKED TO CHOOSE A GREETING:	
Greetings Options	Press this key
<b>Standard Greeting with your number.</b> Our Standard Greeting with your number says: "You have reached (your mailbox number). At the tone, please record your message. At the end of your message press [ 1 ]."	<b>1</b>
<b>Standard Greeting with your name.</b> Our Standard Greeting that allows you to insert your name says: "You have reached (your name). At the tone, please record your message. At the end of your message, press [ 1 ]."	<b>2</b>
<b>Personal Greeting</b> up to 90 seconds in length. (If you have the Call Routing to Number feature, you may want your Personal Greeting to include "If you need to speak to someone right away, press [ 0 ] for assistance." Call your Qwest® consultant to set this up.). Go to <a href="http://qwest.com/userguides">qwest.com/userguides</a> for more information on Call Routing to Number.	<b>3</b>





