LOGGING INTO/SETTING UP VOICE MAIL FOR THE FIRST TIME

1. Press the **Envelope/Message** key on your phone
2. The default password is **0807** followed by “#”
3. Follow prompt to set **New Password**
4. Follow prompt to **Record Name**

SETTING “NO ANSWER” GREETING
By default, your voicemail will play your recorded name followed by a system default “is not available to take your call” greeting. To record your “No Answer” greeting, follow the steps below:

1. Press the **Envelope/Message** key on your phone and **Log In** to your voicemail
2. Press 1 to access your voice mailbox
3. Press 3 to change your voice mailbox no answer greeting
4. Press 1 to record a new no answer greeting

SETTING “BUSY” GREETING
By default, if your phone is in DND (Do Not Disturb), or a call is rejected, your voicemail will play your recorded name followed by a system default “is currently busy” greeting. To record your “Busy” greeting, follow the steps below:

1. Press the **Envelope/Message** key on your phone and **Log In** to your voicemail
2. Press 1 to access your voice mailbox
3. Press 2 to change your voice mailbox busy greeting
4. Press 1 to record a new no answer greeting

SETTING “EXTENDED AWAY” GREETING
By default, this greeting will not allow callers to leave a message when activated. This greeting simply plays the recorded greeting and then disconnects. If this greeting is active, a notification will play upon login, and prompts within the extended away menu will provide an option to disable. To record and activate your “Extended Away” greeting, follow the steps below:

1. Press the **Envelope/Message** key on your phone and **Log In** to your voicemail
2. Press 1 to access your voice mailbox
3. Press 4 to change your voice mailbox extended away greeting
4. Press 3 to record a new extended away greeting *(Optional if there is already a recorded greeting)*
5. Press 1 to **Activate** or 2 to **Deactivate** your extended away greeting