

## Directions for Setting Up Your Voice Mail Box, Changing Your Name In The Company Directory and changing your Passcode

1. Press the VM button on your phone.
2. Press Star.
3. Dial your mailbox number (which is the same as your extension number ####)
4. Enter the number for your password. (Yours is currently just "#")
5. Wait for the prompt service to read the menu options. Press 4 for personal options.

Changing or Saving Voice Mail Greeting: (this is the greeting that will play before the caller can leave a message).

Press 1 to change your personal greetings.

- i. Press 1 for primary greetings.
  - ii. Press 3 to re-record.
  - iii. Press the # when finished recording to save greeting.

Changing or Saving Your Name in Company Directory:

Press 2 to change your name in the Company Directory (your name will play to identify you in the company directory).

Press the # when finished recording to save name and hang-up

Changing your passcode:

Press 3.

Enter your new passcode and hit "#"

Hit "#" again to save passcode.

Hang up when finished.