

Setting Up Voicemail

How to Set up Voicemail Password for the First time

1. Press the **Message** button.
2. Enter the default voicemail password, then press **OK**. (IT Services will provide you with the default login password to your voicemail)
3. On successful entry of the default password, you will be prompted to enter a new passcode. Enter a 4 to 6-digit passcode, then press the Save softkey.

How to Change Your Voicemail Password

1. Press the **Message** button.
2. Enter your current password, then press **OK**.
3. On successful entry of the current password, use the arrow keys to select **Passcode**, then press **OK**. Enter your current passcode, then press **OK**.
4. Enter a new 4 to 6 digit passcode, then press **OK** or the **Save** softkey.
5. When your screen returns to the Visual Voice screen display, press the **Exit** softkey.

How to Set up Voicemail Greeting

1. Press the **Message** button.
2. Enter your voicemail password, then press **OK**.
3. Using the arrow keys, select **Greeting**, then press **OK**.
4. Press the **Record** softkey.
5. Start your voicemail greeting.
6. When done, press the **Stop** softkey.

To check your recorded greeting, press the **Listen** softkey.

7. When you are satisfied with your recorded greeting, click on the **Submit** softkey.