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Initializing Your Mailbox and Recording Your Greeting

You must initialize your mailbox before it will accept messages.

Open your mailbox by pressing your *Voice Mail* button (or *Feature 981*).
At *Pswd:* enter 0000 # (0000 is the default password)
It will ask you for a new password. Enter a number not beginning with 0 then #. Enter it again.
It will ask you to record your name. This is not a greeting – just say your first and last name, and then press # or OK. Press # again to save it.

Your mailbox will now accept messages, but you may still want to
record a personal greeting...
Recording your (primary) mailbox greeting
Open your mailbox (Feature 981)
At the main menu PLAY REC ADMIN select ADMIN (or 8)
Then Select GREET (or 2)
Then RECORD (or 1)
Then PRIME (or 1) to record the primary greeting
Then YES (or 1)
Record your greeting followed by OK (or #)
Press 1 to replay it, 2 to re-record
Press # to save (Make sure you press # to save it before you hang up or it will be lost!) *To test it, press Feature 980, enter your mailbox number, and #, then listen to it.*

Tips

You can give the caller the option to reach an operator by pressing 0, or to bypass the greeting and leave a message by pressing 1.

You can record an *alternate greeting* to use while you are on vacation. When you use your alternate greeting, it plays a bell sound at the beginning to get the caller's attention to let them know something's up. You will need to record the alternate greeting, then activate it: Go to Mailbox options (ADMIN), then GREET, then RECORD the greeting, then go back thru the menus and CHOOSE the alternate greeting.