

RESIDENTIAL VOICEMAIL SETUP

INITIAL SETUP

When you access your voicemail for the first time you will be prompted for a passcode (Default 0000). You will then be asked to enter a new passcode and record your name.

Dial ***86**

When prompted enter the default passcode of **0000**

Enter a new passcode then press **#**

Re-enter your new passcode then press **#**

Record your name

RECORDING YOUR NAME

The system will play your recorded name + a message saying you are unavailable.

To record your name:

Dial ***86**

Enter your passcode when prompted

Press **3** to access the Greetings Menu

Press **1** to record your name/greeting

Press **1** to record your name

Press **#** after recording

Press **2** to playback your name recording

ACCESSING YOUR INBOX

Dial ***86**

Press **1** to access your Inbox

Press **1** to listen to your messages

Press **#** to save the message

Press **7** to delete the message

Press **2** to repeat the message

Press **4** to go back to the previous message

Press **5** to replay the message info (Date, Time, and Number)

Press **6** to play the next message

Press **8** to call the person back