

VOICEMAIL SETUP AND ACCESS

VOICEMAIL SETUP

1. Access the **Messages** menu on your phone.
2. Enter **12345** as the default password or use the password you have set up.
3. Press **0** for voicemail options.
4. Press **1** to record your message.
5. Press **#** after recording your message to let the system know you're done.

TEMPORARY VOICEMAIL SETUP

1. Access your voicemail using the voicemail button or ***86**.
2. Enter your password.
3. Select **0** for mailbox options.
4. Press **1** to record your Unavailable message.
5. Press **2** to record your Busy message.
6. Press **3** to record your name.
7. Press **4** to record your temporary message.
8. Press **5** to change your password.
9. Press **#** after choosing which message you would like to record.
10. Press **1** to accept the message.
11. Press **2** to listen to the message.
12. Press **3** to re-record the message.