

SET UP YOUR NEW MAILBOX

ENTER 1 FOR YES

ENTER 2 FOR NO

1. PRESS VMsg KEY.
2. ENTER 0000 WHEN YOU HEAR "PLEASE ENTER YOUR SECURITY CODE".
3. YOU CAN NOW PERSONALIZE YOUR MAILBOX
4. YOU WILL BE ASKED TO RECORD YOUR NAME
5. YOU WILL BE ASKED TO ENTER THE FIRST 3 LETTERS OF YOUR LAST NAME.
6. YOU WILL BE ASKED IF YOU WOULD LIKE TO BE LISTED IN THE COMPANY DIRECTORY SO THAT OUTSIDE CALLERS CAN REACH YOU JUST BY KNOWING YOUR NAME
7. YOU WILL BE ASKED TO RECORD A PERSONAL GREETING
8. YOU WILL BE ASKED TO ENTER A SECURITY CODE. MUST BE 4-8 DIGITS.

NOTES

1. TO RECORD A NAME FOR YOUR MAILBOX
 - a. PRESS VMsg KEY
 - b. ENTER SECURITY CODE
 - c. PRESS MORE SOFTKEY
 - d. PRESS SETUP SOFTKEY
 - e. PRESS PERS SOFTKEY
 - f. PRESS MORE SOFTKEY
 - g. PRESS RcNAM

2. TO CHANGE YOUR SECURITY CODE FOR YOUR MAILBOX

- a. PRESS VMsg KEY
- b. ENTER SECURITY CODE
- c. PRESS MORE SOFTKEY
- d. PRESS SETUP SOFTKEY
- e. PRESS PERS SOFTKEY
- f. PRESS CODE SOFTKEY

3. TO CHANGE YOUR PERSONAL GREETING

- a. PRESS VMsg KEY
- b. ENTER SECURITY CODE
- c. PRESS MORE
- d. PRESS SETUP
- e. PRESS GREET
- f. PRESS CURR (THIS WILL ALLOW YOU TO LISTEN TO YOUR CURRENT GREETING).

4. SWITCH TO YOUR ALTERNATE GREETING

- a. PRESS VMsg KEY
- b. ENTER SECURITY CODE
- c. PRESS MORE
- d. PRESS SETUP
- e. PRESS GREET
- f. PRESS SWTCH

5. TO TURN ON/OFF LISTING IN DIRECTORY

- a. PRESS VMsg KEY
- b. ENTER SECURITY CODE
- c. PRESS MORE
- d. PRESS SETUP
- e. PRESS PERS
- f. PRESS MORE
- g. PRESS DIR

6. TO LIST/CHANGE LISTING IN DIRECTORY

- a. PRESS VMsg KEY
- b. ENTER SECURITY CODE
- c. PRESS MORE
- d. PRESS SETUP
- e. PRESS PERS
- f. PRESS MORE
- g. PRESS SPELL