

How To Setup A Voice Mail Box (SVMi-4 Only)

There are four main steps that need to be done to setup up your voice mailbox:

1. Record Personal Greeting
2. Record Name
3. Enter Directory Name
4. Change Password

ALL MAILBOX SETUP IS DONE FROM THE "Mailbox Main Menu."

To get to the Mailbox Main Menu:

1. Press **"MSG"** key on the phone that is to be setup.
2. Enter **"Password"** (default password is **"0000"**)

Then to: (remember, do the first 2 steps above!)

Record Personal Greeting:

1. Press **"5"** for personal greetings
2. Follow instructions **(BE SURE TO PRESS # AFTER GREETING IS RECORDED!!!)**

Record Name:

1. Press **"#"** for personal services
2. Press **"2"** to record name
3. Follow instructions **(BE SURE TO PRESS # AFTER NAME IS RECORDED!!!)**

Enter Directory Name:

1. Press **"#"** for personal services
2. Press **"3"** to enter directory name
3. Follow instructions.

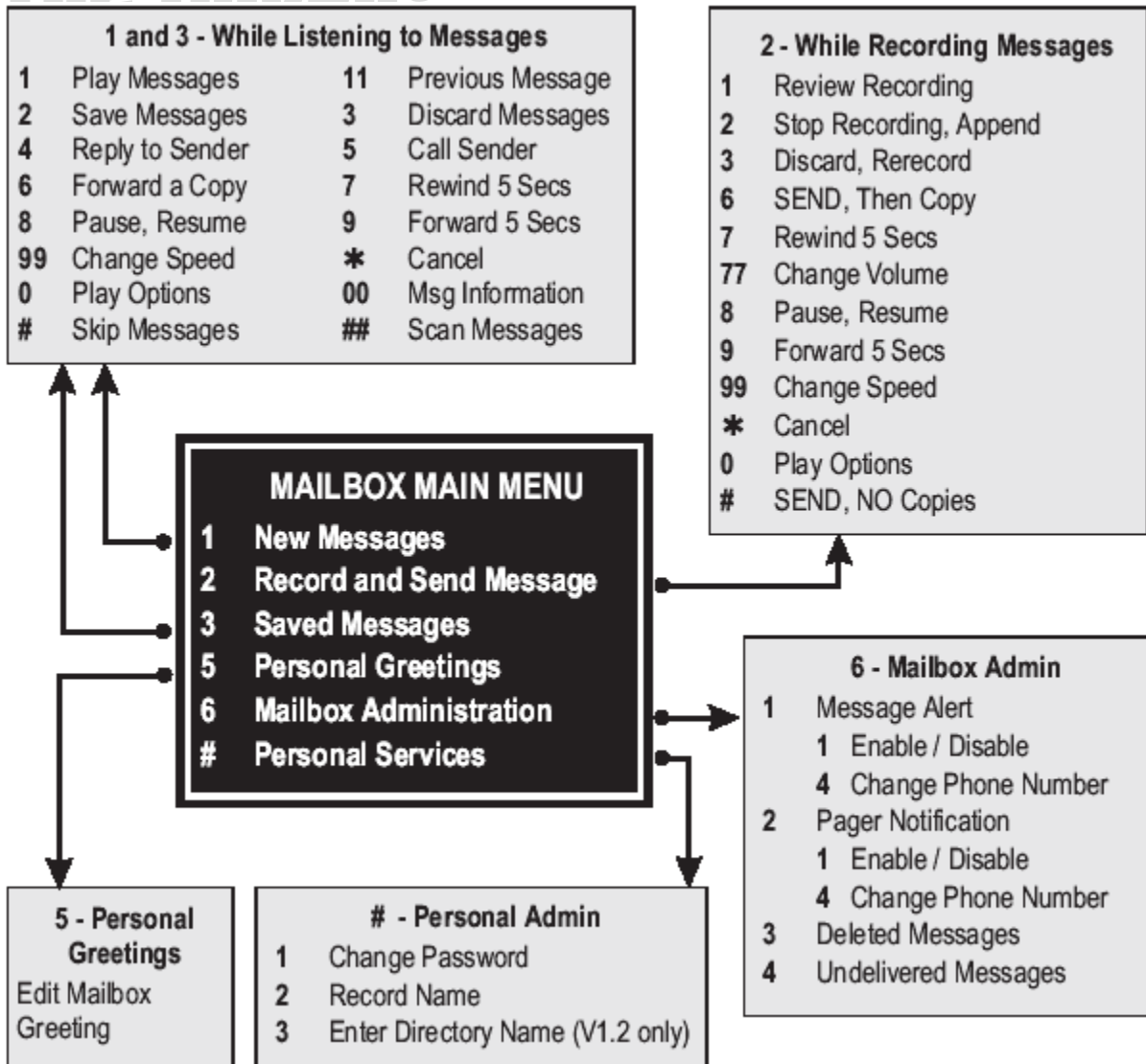
Change Password:

1. Press **"#"** for personal services
2. Press **"1"** to change password
3. Follow instructions.

SEE FLOWCHART ON NEXT PAGE FOR ADDITIONAL OPTIONS

SVMi-4 Voice Mail Flow Chart

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