

## 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

