

Vicemail Setup

(If your phone says login, enter your extension, hit the down toggle button and press #)

****You will not need to pick up the receiver to record****

Dial *17

Put in your extension and press #

(Default passcode is # #)

Press # #

(New Code) Enter last 4 of your SSN then press #

Re-enter last 4, press #

Press 1 to record **ONLY** your name greeting. (Please listen for the beep to record)

It will repeat your name greeting (If you want to re-record, press 1)

If you are satisfied press #

This part gets a little complicated so please follow carefully. **You do not have to listen to the entire menu.**

Press 3 to go into the greeting module.

Press 1 for greeting

Press 1 again

Listen for beep to record greeting

(You have reached blah blah, I can't take your call right now. Please leave your name and number and I will contact you as soon as possible. Thank you and have a great day)

Press 1 **(Press 1 again to re-record)**

Press 23 to listen to greeting

Press # to accept the greeting

Press 1 to set this greeting for all calls

Hang up, you are done!