

*When prompted for input from the voicemail 1 is YES & 2 is NO *

VMail Security Code

- press **VMsg**
- press **More>**
- press **Setup**
- press **Code** (it will prompt you to enter your code, listen to the instruction)
- press **NoReq**
- press **Back**
- **hangup**

VMail Recorded Name

- press **VMsg**
- press **More>**
- press **RcNam** (it will prompt you to say your full name clearly, select # when complete)
- **hangup**

VMail Box Greeting

(*recordings should be done via your handset for clarity*)

- press **VMsg**
- press **Greet**
- press **Gr1** (enables it as the “active greeting”)
- press **Rec** (it will prompt you to begin recording, select # when complete)
- press **Back**
- **hangup**

(now your mailbox is set to play Gr1.) (Repeat for Gr2 & Gr3)

((There are 3 Personal Greetings that can be recorded. Greeting 1 may be used for your in the office greeting, Greeting 2 for out of the office and Greeting 3 for a personal Holiday greeting. Once the greetings are recorded you may easily select which greeting to activate.))

Changing your active Greeting

(this is only needed to switch between active greeting if multiple greetings are recorded)

- press **VMsg**
- press **Greet**
- select **Gr1** , **Gr2** or **Gr3** (enables it as the “active greeting”)
- **hangup**