



Voice Mail Guide

Accessing Mailbox

You must listen to the tutorial in its entirety the first time through in order for your mailbox to work properly.

Step 1: Call your cellular number.

Step 2: Press # enter 4 digit passcode _____ then #.
(Initial passcode is #0000#)

Then to check your messages:

Press ① To hear NEW MESSAGES

Messages are automatically erased after 14 days if you don't erase them first.

After listening to messages you can:

Press ④ To Keep

⑤ To Delete

⑥ To Move to the next message

Changing Your Passcode

You can change your four digit passcode at any time.

Follow Steps 1 and 2 in "Accessing Mailbox"

Press ③ To Modify

⑤ To Change Passcode. Then enter four digit number when prompted, followed by #

Changing The Greeting

You can change your Personal Greeting at any time. Follow these step-by-step instructions to record your own greeting.

Follow Steps 1 and 2 in "Accessing Mailbox"

Press ③ To Modify

① Outgoing

⑤ Record

Press the # key to stop recording. You can listen to your recording and re-record your greeting if you would like to make a change.