

HOW TO SET UP YOUR NEW VOICE MAILBOX

TO SET UP YOUR VOICE MAILBOX FROM INSIDE THE DISTRICT

1. From any phone in the district dial 275
2. Press * **plus your extension number**
3. Enter **the password 12345** then press #

The system will help you record your name for the company directory.

TO RECORD YOUR PERSONAL GREETING

Press **4** for Personal options

Press **1** to change your personal greeting

Press **1** to record your Primary Greeting

Record greeting at the tone

Press **#** when finished recording

Press **#** to save Recording

Press **2** to setup your name in the Directory

Press **3** to change your voicemail password

PLEASE NOTE: YOU MUST CHANGE YOUR PASSWORD FROM THE DEFAULT 12345

TO SET UP VOICE YOUR VOICE MAILBOX FROM OUTSIDE OF THE DISTRICT

1. Dial 314-918-4699
2. Enter your **extension** when requested
3. Enter **the password 12345** then press #

The system will help you record your name for the company directory.

TO RECORD YOUR PERSONAL GREETING

Press **4** for Personal options

Press **1** to change your personal greeting

Press **1** to record your Primary Greeting

Record greeting at the tone

Press **#** when finished recording

Press **#** to save Recording

Press **2** to setup your name in the Directory

Press **3** to change your voicemail password

PLEASE NOTE: YOU MUST CHANGE YOUR PASSWORD FROM THE DEFAULT 12345

Sample greeting;

Thank you for calling, you have reached (your name). I am unable to answer your call at this time. At the tone please leave a detailed message including your name and callback number and I will return your call as soon as possible.