

VC Mailbox Setup Instructions

To Record Your Greeting:

- Step 1.** Dial the 10-digit voicemail number assigned to you.
- Step 2.** Press the * key while the automated attendant is speaking.
- Step 3.** The automated attendant will say, "Please enter your security code." **Enter your temporary security code** (the last four digits of your voicemail number).

After a brief pause, you will hear the attendant say, "You have no voice messages...Main Menu..." Note: If you accidentally left a message during Step 2, then you will have messages. Ignore those messages at this time.

- Step 4.** Press "5" (Account Maintenance Menu).
 - Step 5.** Press "1" (Record Greetings Menu).
 - Step 6.** Press "1" to record the default greeting that callers will hear. The attendant will say, "Please begin recording at the tone."
 - Step 7.** Say your greeting. Then wait for the attendant to speak. Do not press any more keys until you are prompted. The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your message, press #. To return to the previous menu, press *."
 - Step 8.** Press "1" to review your Attendant greeting.
 - Step 9.** If you are satisfied, press # to save the recording. The attendant will return you to the Account Greetings Menu. Proceed to Step 10.
- To re-record, press "2" and return to Step 7.

With these instructions, you will:

1. Record your default greeting.
2. Set your new security code.

You need your:

1. 10-digit voicemail number.
2. Temporary security code, which is the last four digits of your voicemail number.

To Change Your Security Code:

- Step 10.** Press * (Account Maintenance Menu).
 - Step 11.** Press "4". The attendant will say, "Security Code Menu. To review your Security Code, press "1". To re-enter your Security Code, press "2". To return to the previous menu, press *."
 - Step 12.** Press "2". The attendant will say, "Please enter a 4 to 8 digit security code. Make sure that this security code is easy to remember, but hard for intruders to figure out."
 - Step 13.** After the beep, enter your NEW security code. Your new code must be four to eight digits. Then wait for the attendant to speak. Do not press any more keys until you are prompted. The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your entry, press #. To return to the previous menu, press *."
 - Step 14.** Press "1" to review your new security code.
 - Step 15.** If you are satisfied, press # to save the new code. The attendant will return you to the Security Code Menu.
- To re-enter your code, Press "2" and return to Step 13.
- Step 16.** Hang up.