

TO RE-USE AN EXISTING VOICE MAILBOX:

Step 1: If your mailbox has an existing **“unknown” passcode**, you will need to remove it. This must be done from the Administrative mailbox, usually extension 201:

Lift receiver and dial 47
After main greeting begins, press # (pound) button
Enter 201 (if 201 has a passcode, enter it now)
Press 4 for System Administration
Press 4 to remove a passcode
Enter the extension that needs passcode removed
Hang up

Step 2: **Re-record Personal Greeting**

Lift receiver and dial 47
After main greeting begins, press # (pound) button
Enter your extension number
Press 3 for User Options
Press 2 for Mailbox Greeting Management
Press 2 to Record a Greeting
Press 1 and begin recording after the tone, press # when done
<you may listen to recording by pressing 1 or re-record by pressing 2>
Press 4 to save

Step 3: **Re-record Mailbox Name**

Lift receiver and dial 47
After main greeting begins, press # (pound) button
Enter your extension number
Press 3 for User Options
Press 1 and record your First and Last Name after tone
Press 1 to listen, 2 to re-record or 4 to save
System will ask you to enter the first few letters of
Your first and last name using the phone's dial pad
Hang up

Step 4: **Change Mailbox Passcode**

Lift receiver and dial 47
After main greeting begins, press # (pound) button
Enter your extension number
Press 3 for User Options
Press 3 to Change Passcode
Hang up