Setting up Voicemail

It is important to setup your voicemail for things to function properly. There are two recordings you must do.

The first is to record your name; I.e. "Joe Smith" to do this follow these steps:

1. Dial 999 from the keypad
2. Press #
3. Enter EXT
4. Enter pin
5. Then # key
6. Press 9 for options
7. Press 5 for self-ID message
8. Press 0 for new
9. Say your name
10. Press 0 to save

The next step is to record your greeting message.

1. Dial 999 from the keypad
2. Press #
3. Enter EXT
4. Enter pin
5. Then # key
6. Press 9 for options
7. Press 8 for greeting message
8. Press 0 for new greeting
9. Say new greeting

8. Press 0 to save

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