

# Setting up voicemail



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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. Press the Message key
2. Enter pin
3. Then # key
4. Press 9 for options
5. Press 5 for self-ID message
6. Press 0 for new

7. Say your name

8. Press 0 to save

The next step is to record your greeting message.

1. Press the Message key

2. Enter pin

3. Then # key

4. Press 9 for options

5. Press 8 for greeting message

6. Press 0 for new greeting

7. Say new greeting

8. Press 0 to save

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