# 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 Smithâ&#128;&#157; 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