



I. To Login to a New Messaging Voice Mail Box for the First Time:

A.) Press your Voice Mail Button. *From outside dial (803) 813-1159*

A1.) Enter your mailbox number (which is your 5-digit extension number)

B.) Key in the default password of 2580#. (Use This Password This Time Only!) You will be asked to key in your new password which must be at least 4-digits in length.

C.) Speak your Full Name, Press # to Stop Recording.

D.) Press **1** to Approve or Press **2** to Re-record.

Record and Activate Personal Greeting:

E.) Press **1** to Record Greeting.

F.) Press **1** for Personal Greeting.

G.) Record greeting and Press # when finished.

II. To Retrieve Messages That Others Have Left For You:

A.) Login to Messaging (**Press Voice Mail Button. Enter your password and #**) then Press **1** at the Activity Menu.

B.) Listen to Header Information, i.e., from whom, date/time, type of call, etc.

C.) After listening to the message, press **61** to forward or **7** to delete message.

III. To Change Your Password: (Hidden Prompt)

A.) Login to Messaging (**Enter your password and #**) then Press **4** at the Activity Menu.

B.) Sub Menu **9** (Press **9**)

C.) Enter new password twice followed by the # sign.

IV. To Re-record your Voiced-In Name: (Hidden Prompt)

A.) Login to Messaging (**Enter your password and #**) then Press **4** at the Activity Menu.

B.) Press **1** then press **6** to change your password

C.) Speak your full Name and follow voice prompts to approve.

Notes:

Users are allowed two (2) greetings, Daily Greeting or Extended Greeting (Out of Office for Extended period of time).