

Accessing the Voice Mail System

Calling the Voice Mail System for the First Time

1. Lift the handset (or use handsfree dialling).
2. Dial the Message Centre extension **595**. The system prompts you for your passcode.
3. Enter your default passcode **1111**.
4. Press **1**. The system prompts you for a new passcode (you must change the passcode).
5. Enter your new passcode. Your new passcode must have the same number of digits as the default passcode. You cannot re-enter the default passcode, or use ***** or **#** in your new passcode.
6. The system asks you to re-enter your new passcode for confirmation. Enter your new passcode again.
7. The system asks you to record your name. Say only your name, for example: **'Christine Conner'**. Speak immediately after the tone and press **any key** when you have finished.
8. Press **1** to accept, **2** to review or **3** to discard your name and re-record it.
9. The system prompts you for a greeting. Keep your greeting short and professional. For example:

"You have reached Christine Conner. I am unable to attend to your call at present. Please leave your name, number and a brief message and I will get back to you as soon as possible."
10. To end the recording, press **any key**. The system plays back your greeting. Press **1** to accept it, **2** to review it or **3** to discard and re-record it.
11. You will then be prompted to define your personal contact numbers. Please press **any key** to skip these steps.
12. You have now successfully set up your mailbox and can send and listen to messages.