Hello,

You can set up your voice mailbox with the following instructions, use the default password.

**Create a Passcode (password):**

Press Voicemail button

Dial the default passcode, then press the # key

Enter a new passcode between 6-12 digits followed by the # key

Reenter new passcode followed by the # key

**Record your name:**

When prompted, record your name as follows

Speak first and last name "Mary Brown" (example)

Press the # key

Press the \* key to approve

**Record a greeting:**

At the greeting menu, press 3 for “No Answer Greeting”

Press 1 to create a greeting

Speak your message after the tone

When finished, press # to approve