

The first time you log in to your voice mailbox by pressing **#83**, you will be asked to configure your mailbox. The first-time sign-in involves three steps:

1. You must change your PIN.
2. You must record your name.
3. You must choose a greeting to play to callers before you leave a message. The greeting and recorded name are played each time a caller accesses your mailbox to leave a message.

1. CHANGING YOUR PIN

First, to secure your account, you must set up a new PIN. A prompt asks you to enter a new PIN, and explains the length of PIN allowed. Further checks may be imposed on the new PIN to prevent you from using part or all of your telephone number, sequential numbers in either ascending or descending order, or repeated digits. These PIN checks ensure your voicemail is secure.

1. ENTER A NEW PIN - PRESS # WHEN FINISHED.

- If the new PIN you have chosen fails any of the checks that may be imposed, you will hear an error message explaining why this PIN cannot be used. You will then be returned to the menu that will prompt you to enter a different PIN.
- If the PIN passes these checks, setup continues as normal.

2. CONFIRM THE NEW PIN BY RE-ENTERING IT AND PRESSING # WHEN FINISHED.

2. RECORDING YOUR NAME

Next, you are prompted to record your name. This is used for some system-generated announcements. For example (when greeting your callers or when you leave a message for others). Your recordings should be less than 10 seconds long. If it is too long, you will be asked to re-record a shorter version.

1. RECORD YOUR NAME AND PRESS # WHEN FINISHED.

2. AN ANNOUNCEMENT PLAYS YOUR RECORDINGS BACK TO YOU

- If you want to re-record it, press **1**.
- If you want to keep it, press **#**.

3. CHOOSING A GREETING

Once you have successfully recorded your name, you are promoted to select a greeting. You can use a number of different types of greetings.

- To record your own personal greeting, press **1**. Then record your personal greeting, pressing **#** when finished.
- To use the system-generated greeting that announces your recorded name, press **2**.
- To use the system-generated greeting that read out your phone number, press **3**.
- To use the system-generated greeting that neither announces your name nor reads out your number, press **4**. An announcement plays back your selected greeting.
- To record or select a different greeting, press **1**.
- To save it and use it as your greeting, press **#**.

You have now completed the required voicemail configuration steps.
You can now enjoy your new voicemail service.