

## VOICE MAIL ENROLLMENT GUIDE

### TO ENROLL BEFORE NOVEMBER 27, 2007

When you first enter the Voice Mail system, the system will step you through a tutorial allowing you to set up your mailbox.

1. Call into the Voicemail system by dialing the **temporary** number 758-7622.
2. The system will welcome you as a new subscriber and will prompt you to do the following:
  - Please enter your **personal security code** (your temporary security code is: **1234**)
  - Record your **Name**, press [ \* ] when done.
  - Would you like to be listed in the directory? (1 for Yes, 2 for No)
  - Record a **Personal Greeting**, press [ \* ] when done  
(You have the option to have a Standard/Not available greeting and a Busy Greeting)
  - Set your **Security Code** (4 to 10 digits), press [ \* ] when done.
  - Re-enter your new security code for confirmation.
  - At the very end of the set up, **you *must* enter [ 1 ] to confirm your settings**
  - Congratulations! You are now enrolled as a subscriber.

### TO ENROLL AFTER NOVEMBER 27, 2007

From your own telephone:                      Dial 7600                      create your new security code

From another office telephone:                Dial 7600                      enter # and your Personal ID (9 + extension)

From outside the system:                      Dial 758-7600                enter your Personal ID (9 + extension)

- Once you have logged in, follow the tutorial as above.

### NOTES:

- Your **Personal ID** number is 9 plus your extension number or voice mail box number, Personal ID = (9 plus XXXX)
- Your **Security Code** should be four to ten digits
- To **Pause** during the enrollment process press [ \* ], press [ 1 ] to continue.
- During your tutorial the system will ask you questions, press [ 1 ] for Yes and [ 2 ] for No.
- Anything you set up during your tutorial may be changed at any time later.
- A saved message will be saved for 30 days. To keep the message for a longer length of time, you must review the saved/archived message and save/archive it again. The message will then be stored for an additional 30 days.