



HOW TO CHECK VOICEMAIL

Using the Handset

- Pick up the Handset
- Press 
- Enter your PIN # then Press #
- Press 1 to Enter Message Centre
- Press 1 to listen to New Messages

OR Using the Speakerphone


- With the Headset on-hook, press 
- Press 
- Enter your PIN # then Press #
- Press 1 to Enter Message Centre
- Press 1 to listen to New Messages

Voicemail Message Options

- Option 1 – Save Message
- Option 2 – Delete Message
- Option 3 – Skip Message
- Option 4 – Replay Message


HOW TO RECORD GREETING

Using the Handset

- Pick up the Handset
- Press 
- Enter your PIN # then Press #
- Press 6 to Administer your Account
- Press 2 to Edit your Greetings
- Press 1 to Edit your Primary Greeting
- Press 1 to Edit your Personal Greeting
- Press 2 to Record a new Greeting
- Record New Message the Press #
- Press 3 to Accept the new Message
- Press 1 to activate the new Message

HOW TO COMPLETE FIRST USE WIZARD

Using the Handset

- Pickup the Handset
- Press 
- Enter your Temporary PIN # Number
- When prompted enter a new PIN # then press #
- If the entered PIN # is correct press 1 to Accept

Wizard is now completed

HOW TO CHANGE YOUR PIN

- Pickup the Handset
- Press 
- Enter your PIN # Number
- Enter 6 to Administer Account
- Press 8 for Additional Options
- Press 1 to Edit PIN #
- Follow the prompts