

TO MAKE CHANGES TO YOUR VOICE MAIL

TO CHANGE YOUR VOICE MAIL PASSWORD:

From home, dial **667-6245 (667-MAIL)**

When prompted for mail box number Press the **#** Key

When prompted for your password enter **0 0 0 0** (your temporary password) Press the **#** Key

When prompted to make choice from main menu Press **9**

When prompted from the set up menu Press **2**

When prompted to enter a new password, enter a four-digit password of your choice.

You will be prompted to re-enter the new password.

You have successfully changed your password; this password can be changed at anytime by following the instructions above.

TO CHANGE YOUR VOICE MAIL GREETING:

From home, dial **667-6245 (667-MAIL)**

When prompted for mail box number Press the **#** Key

When prompted for your password enter **0 0 0 0** (or changed password) Press the **#** Key

When prompted to make choice from main menu Press **9**

When prompted from the set up menu (greeting menu)..... Press **1**

When prompted from greeting menu Press **4**

You will be prompted to record your own greeting and then Press the **#** Key

You have successfully recorded your own personal greeting. This greeting can be changed at anytime by following the instructions above.