

Regional School District #17 Voicemail Setup Instructions

1.) To Setup your Mailbox

- a. *Pick up your Handset*, and press the VMAIL soft key at the top of your phone.
- b. Enter the default security code, 0000

This button that saves VMAIL above it



2.) Record your Name

- a. Listen to the prompts, it will ask you to record your First and Last name.
- b. The system will playback your Name, after listening to it.
- c. Press 1 to **RE-RECORD** or 2 to **ACCEPT**

3.) Directory Listing Status

- a. Press 1 to be included in the directory, all employees are required to be in

4.) Setup your Greeting

- a. The prompts will then ask you to setup your greeting, please setup your greeting at this time, then press *.
- b. The system will then playback your greeting, and asks you if you are happy with it.
- c. Press 1 to **RE-RECORD** and 2 to **ACCEPT**

5.) Security Code

- a. The prompts will then ask you to set your security code, please use at least 4 digits that are not your extension. Enter the four digits then press *
- b. The system will ask to type your code again, followed by *

6.) Finalize Settings

- a. The system will ask you if you are happy with your voicemail settings, **press 1 for YES and 2 for NO**
- b. It will then say Great, and continue to prompt you, you can now **Hang up**.