



SETTING UP YOUR VOICEMAIL FOR THE FIRST TIME

1. Dial *5 from your phone.
2. Enter the default password of 1111. A tutorial will automatically begin.
3. Follow the tutorial's directions to create a new password between 4 - 15 digits in length.
It is **strongly** recommended that you change the password to prevent anyone else from using the default password to access your voicemail.
4. Record the various greetings as prompted by the tutorial.
5. Record your name to be used for message playback notification.

