

It has come to my attention that some of you have not initialized your mailboxes. This memo should help you.

STEP 1

INITIALIZING YOUR MAILBOX

Go to an office phone and press FEATURE 981 If you see a pswd prompt then press other that should change to a LOG prompt. At this point you enter your mailbox number followed by 0000 then press ok. The voicemail will then make you change your password; your password can be anything 4 digits long that does not start with a 0. Then you have to Say your name after the tone. At this point your mailbox will be able to receive messages.

STEP 2

SETTING YOUR MAILBOX TO PAGE YOU

First, access your voicemail then press admin then press 6 then press admin then choose pool for outdial then enter 1 then accept 1. then enter your pager number (area code then number) once you enter the number press pound then follow steps to enter 3 pauses, after the pauses press 2 then enter your 3 digit mailbox number then press pound again and follow steps to enter a pound at the end. Then press ok after that you press change to change type to pager then press pound then press pound for new messages. When you return to main admin screen press 6 again then select then press chg to turn on. Your mailbox should now page you.