

To set up your voice mailbox you just need to pick up your receiver and press the messages key you will be asked for a password, the default password is 123987.

You will be asked first to say your name and then press the pound key “#” remember to say your name and press the pound key quickly so there is not a lot of silence after your name.

You will next be asked to create a greeting state your new greeting and press the pound key “#” as soon as you are done.

You will also be asked to change your password, you can change it to any combination of 3 or more numbers it is recommended you use a four digit combination such as last four of your SSN or the last four numbers of your home phone.

Once your voice mail is set up you can start to receive messages thru your email and your phone. Each phone has a light in the handset that will come on if you have a voicemail. You can control this light thru the web page. Simply log into the webpage and you will see an option to change the message waiting lamp.