

Voicemail setup and instructions:

- **The voicemail on your phone has been assigned to you. However, until you set it up with YOUR NAME, it will still play the previous owner's recording. Please set up your voicemail ASAP to prevent this confusion.**
 1. Click the Messages button on your phone.
 2. Enter your PIN. (Your initial PIN should be 12345.)
 3. The recording will walk you through the setup.

- **There are TWO recordings that need to be changed if you have a new phone. You need to change your standard greeting AND your recorded name. If you haven't changed your recorded name, it will still play the previous user's recorded name. To change that:**
 - Click the Messages button on your phone.
 - Enter your PIN.
 - Select 4 for setup
 - Select 3 for preferences
 - Select 2 for recorded name
 - Follow the directions for saving the recorded name.

- **Once you have your voice mailbox set up, you can change your password to something more secure than your default PIN. Here are the directions to change your voicemail password:**

Click your Messages button and enter your current password (PIN). Then select **option 4** for setup options. Select **option 3** for preferences. Select **option 1** to change your password (PIN).