C21AG Voice Mail - Quick Start

* ***Voice Mail Access Number: 215-671-4700***
* ***New Mailbox: # \_ \_ \_ \_***
* ***Temporary Password: \*0000***

**Step-by-Step Instructions:**

* 1. Obtain your new voice mail **#** from Manager or Administrative Assistant.
	2. Dial voice mail system access number: **215-671-4700**
	3. Once connected, press **#** and enter your mailbox number.
	4. After prompt, enter temporary password: **\*0000**
	5. Press **8** to access Personal Options.
	6. Press **2** for Edit Password menu.
	7. After prompt, enter new password; press **#** twice.
	8. Press **3** for Edit Name menu.
	9. Press **2** to record your name; press **#** when finished.
	10. Press **1** for Record Greeting menu.
	11. Press **1** again for Standard Greeting options.
	12. Press **2** to record your greeting; press **#** to end recording.