



Mailbox Initialization

*******IMPORTANT – These steps must be completed in order for your mailbox to accept messages*******

Feature 981(or Open Mailbox)

- Pswd: Enter default password 0000 then # key or soft key under OK
- System will prompt for new password
- Enter a new password, 4-6 digits, cannot start with 0 (zero)
***to ensure security; avoid using 1234, 1111, 2222, etc.
- System will prompt you to record you name for the company directory (this happens immediately, tone will sound) Record your first and last name using the handset

Your mailbox is now initialized and can accept messages

To record your personal greeting

- Press Feature 981 (or Open Mailbox)
- Enter your password
- From model 7100 or 7208 telephone sets, Press 8, then 2 and follow the voice prompts
- From model 7310, 7316, 7324 telephone sets, Press the soft key under Admin, then Greet, then Prime and follow the menu
- Record your greeting using the handset

Your extension - _____

Your DID - _____