

- 1) Press voicemail button on phone
- 2) Press the call VM in the bottom left
- 3) Enter your password(initially 11520)
- 4) Reset your password(must be 4 digits)
- 5) Listen to the prompts
- 6) Press 7 for mailbox options
- 7) Record your name press 6

As a test, call your extension, let it go to voicemail and see if you hear your name on your extension