

# Configure Your Voicemail

You can configure your voicemail by dialing the following:

- Dial **999**
- When entering the voicemail system, you will be asked for your Personal Identification Number (PIN). The default PIN is **805**

Once connected to voicemail, you will be presented with the voicemail auto attendant interface. This feature will then present you with a voice menu system which announces the voicemail options and allows you to dial a key to access and manage those options.

The initial options you will be presented with are the following:

- Dial **\*** to play your messages
- Dial **9** to go to options

To configure your voicemail, from the list above, dial “9”. The following are the options announced by the Voicemail System and by dialing their corresponding keys you can access, change and update these features:

- Dialing “1” allows you to change your profile status.
- Dialing “3” allows you to dial a number.
- Dialing “4” allows you to delete all read messages.
- Dialing “5” allows you to change your self-id message (Your Full Name).
- Dialing “6” allows you to play mailbox information.
- Dialing “7” allows you to change your voicemail PIN number.
- Dialing “8” allows you to change your greeting message.
- Dialing “9” allows you

**We recommend the following actions:**

Option 5- record your Name

Option 7 – Change your PIN

Option 8 – Record your Greeting

