I.  **To Login to a New Messaging Voice Mail Box for the First Time:**
A.) Press your Voice Mail Button.  *From outside dial (803) 813-1159*
   
A1.) Enter your mailbox number *(which is your 5-digit extension number)*
B.) Key in the default password of **2580#**.  *(Use This Password This Time Only!)*  You will be asked to key in your new password which must be at least 4-digits in length.
C.) Speak your Full Name, Press # to Stop Recording.
D.) Press 1 to Approve or Press 2 to Re-record.

   **Record and Activate Personal Greeting:**
E.) Press 1 to Record Greeting.
F.) Press 1 for Personal Greeting.
G.) Record greeting and Press # when finished.

II. **To Retrieve Messages That Others Have Left For You:**
A.) Login to Messaging *(Press Voice Mail Button. Enter your password and #)* then Press 1 at the Activity Menu.
B.) Listen to Header Information, i.e., from whom, date/time, type of call, etc.
C.) After listening to the message, press 61 to forward or 7 to delete message.

III. **To Change Your Password: (Hidden Prompt)**
A.) Login to Messaging *(Enter your password and #)* then Press 4 at the Activity Menu.
B.) Sub Menu 9 *(Press 9)*
C.) Enter new password twice followed by the # sign.

IV. **To Re-record your Voiced-In Name: (Hidden Prompt)**
A.) Login to Messaging *(Enter your password and #)* then Press 4 at the Activity Menu.
B.) Press 1 then press 6 to change your password
C.) Speak your full Name and follow voice prompts to approve.

**Notes:**
Users are allowed two (2) greetings, Daily Greeting or Extended Greeting (Out of Office for Extended period of time).