Setting Up Voicemail on your New ShoreTel Phone:

<table>
<tr><td>INITIAL VOICEMAIL DEFAULT PASSWORD:

1234</td></tr>
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To set up your voicemail on your new phone, you need to:

- Dial your voicemail
- Change password
- Record name
- Record greeting
- Enable envelope information (records date and time that voicemail was left)

- **DIAL VOICEMAIL:**
    1. **Lift the handset, press the # sign** and wait for the phone to dial voicemail.
    2. At the prompt, **enter the voicemail default password - 1234** (ONLY FIRST TIME LOGGING IN) **and the # sign**.

- **CHANGE YOUR PASSWORD:** After initially entering the default password, you will be prompted to change your voicemail password. You will need to **enter the new password twice**.

    4 Set Password
    Enter password twice in response to the prompts.
    * Cancel

    To change the password after the initial setup, press 4 from the main menu.

- **RECORD YOUR NAME:** Next, the system will automatically prompt you for your name. **Say your name and press the # sign to accept it.**

    6 Record Name
    Record your name at the tone. When finished, press # and select from the following options:
    # Accept   3 Delete
    1 Review   * Cancel
    2 Re-record

    To change the name recording after the initial setup, press 6 from the main menu.

- **RECORD YOUR VOICEMAIL GREETING:** The voicemail greeting is the message that callers hear when you are unable to answer your phone and the call routes to your voicemail so they can leave a message. For instance, "Hi, I'm not available to take your call right now….".

    -1 Record Greeting
    Record your greeting for the currently active mode at the tone. When finished, press # and select from the following options:
    # Accept   3 Delete
    1 Review   * Cancel
    2 Re-record

    - At the voicemail main menu, **press 7 and then 1. Record your greeting and press the # sign to accept it or follow the prompts to re-record.**

- **ENABLE ENVELOPE INFORMATION:** This tells you the date and time that a voicemail was left at your extension.

    5 Enable Envelope Info
    Press either 1 to enable, or 2 to disable

    - At the voicemail main menu, **press 7 and then 5** to enable envelope information.