

Information Only Mailbox Setup Quick Reference Guide

Information Only Mailbox Setup

- Dial the Voicemail Access Number: **937-619-1234**
- Press #
- Enter your 10 digit mailbox number
- Enter your temporary password (XXXX)
- Enter new password (**4-15** digits) and press #
- Re-enter password and press #
- Press **4** for Personal Options
- Press **3** for Greeting Option
- Press **1** for Personal Greeting
- Press **1** for Standard System Greeting
- Press **2** for Personal Greeting
 - Press **1** to record
 - Start recording and press # when finished
 - To accept press #