

Voice Mailbox Quick Setup Guide

Provided by SkyComm Connect

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Voice Mailbox Setup Background:

The name recording is for the dial-by-name directory, so when someone enters the first three letters of your last name, it will play back your name recording.

The greeting plays when your mailbox is reached. It is very important to make a custom message, as many callers will not leave messages at mailboxes that have generic greetings.

First-Time Login Setup Instructions (“Walk-Through” Setup):

The first time you login to your mailbox you are walked through recording your name for the directory and recording your personal greeting. Simply press the “Message” button (envelope icon) or dial 5001, login, and follow the instructions.

Subsequent Logins Setup Instructions (Manual Setup)

If this is not a first-time login and you do not receive this “walk-through”, use the methods provided below.

Manual Setup of Name Recording

1. Login to your mailbox by pressing the “Message” button (envelope icon) or dialing 5001 and, if requested, enter your password followed by the “#” key.
2. The Voice Mailbox will announce message counts and then arrive at the “Main Menu”. Here you will press 5 to set current options.
3. Then, press 2 to record your name. Follow the instructions and press # when finished recording.
4. Choose one of the following: Press 1 to be announced in the directory OR Press 2 to not be announced.
5. That’s it!

Manual Setup of Greeting

1. Login to your mailbox by pressing the “Message” button (envelope icon) or dialing 5001 and, if requested, enter your password followed by the “#” key.
2. The Voice Mailbox will announce message counts and then arrive at the “Main Menu”. Here you will press 6 to change greetings.
3. Now, press 1 to record greetings and enter the number of the greeting you wish to record (usually greeting number 1).
4. Start recording after the tone and press 1 when you are finished recording.
5. Finally, choose one of the following: Press 1 to select this recording as your greeting or press 0 to keep your previous greeting selection.
6. That’s it!