

## How To Setup A Voice Mail Box (Cadence Only)

There are four main steps that need to be done to setup up your voice mailbox:

1. Record Personal Greeting
2. Record Name
3. Enter Directory Name
4. Change Password

**ALL MAILBOX SETUP IS DONE FROM THE "Mailbox Main Menu."**

To get to the Mailbox Main Menu:

1. Press **"MSG"** key on the phone that is to be setup.
2. Enter **"Password"** (default password is **"9876"**)
3. Press **"3"** for personal options menu.

**Then to: (remember, do the first 3 steps above!)**

**Record Personal Greeting:**

1. Press **"1"** for personal greetings
2. Follow instructions **(BE SURE TO PRESS # AFTER GREETING IS RECORDED!!!)**

**Record Name:**

1. Press **"5"** to record name
2. Follow instructions **(BE SURE TO PRESS # AFTER NAME IS RECORDED!!!)**

**Enter Directory Name:**

1. Press **"4"** to enter directory name
2. Follow instructions.

**Change Password:**

1. Press **"2"** to change password
2. Follow instructions.