

## How To Setup A Voice Mail Box (SVMi-E Series)

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

1. Record a Personal (“No Answer”) Greeting
2. Record Name
3. Enter Directory Name
4. Change Your 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 **“0000”**)

**Then to: (remember, do the first 2 steps above!)**

**Record Personal (“No Answer”) Greeting:**

1. Press **“5”** for personal greetings
2. Press **“1”**
3. Press **“2”**
4. Follow instructions **(BE SURE TO PRESS # AFTER GREETING IS RECORDED!!!)**

**Record Name:**

1. Press **“#”** for personal services
2. Press **“7”**
3. Press **“2”** to record name
4. Follow instructions **(BE SURE TO PRESS # AFTER NAME IS RECORDED!!!)**

**Enter Directory Name:**

1. Press **“#”** for personal services
2. Press **“7”**
3. Press **“3”** to enter directory name
4. Follow instructions.

**Change Password:**

1. Press **“#”** for personal services
2. Press **“7”**
3. Press **“1”** to change password
4. Follow instructions.

**SEE FLOW CHART ON NEXT PAGE FOR ADDITIONAL OPTIONS**

# SVM/SVMi E-Series Subscriber Services Menu



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NOTE: All options shown MAY NOT be authorized. If an option is not available please speak to your system administrator.