Voice Mail Instructions

Logging In

After you log in, you are at the Activity Menu. The system voice prompts tell you what to do and what your options are. At any time, press *** H** or *** 4** to get information about your current options.

Important: Change your password immediately after you log into your voice mail system for the first time. The system will prompt you to do this.

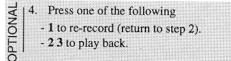> **Note:** Passwords must be at least 5 digits.

Record Your Name

Record your own name to replace the system greeting for your voice mailbox. Callers will hear your voice instead of Intuity AUDIX and feel more comfortable about leaving messages.

If the system asks you to record your name as you log in, you must press **1** and begin at step 2 in the instructions below. You can record your name at any time after logging in by following the entire procedure, beginning at step 1.

1. Press **5** and **5** again from the Activity Menu.
2. Say your name after the tone.
3. Press **1**.

OPTIONAL
4. Press one of the following
   - **1** to re-record (return to step 2).
   - **2 3** to play back.

5. Press **#** to approve.

> **Tips**
>
> You usually don't have to wait for the voice prompts. In most cases, you can dial through them to enter a command without waiting and from anywhere in the system. You can't dial through errors and important messages the system wants you to hear. When you try to dial through prompts at these times, you hear a beep.
>
> After leaving a call answer message, access your own voice mailbox by pressing *** R** or *** 7**.

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