

Cherry Valley-Springfield CSD



STEPS TO SET UP MAILBOX

**** MAILBOX MUST BE SET UP IN ORDER TO RECEIVE MESSAGES ****

Press Feature Key (***grey key with symbol***) then dial 981

Mailbox: Put in your mailbox number and press # key
(*Mailbox number is usually the same as your extension number*)
Pswd: Put in 0000 (zeros) press # key

SYSTEM WILL SAY: *MUST CHANGE PASSWORD*

Pswd: Put in new password and press # key
Again: Put in new password and press # key

***** Password to be at least 4 digits in length and
can not start with a zero.***

SYSTEM WILL SAY: *MUST RECORD NAME*

Record Name: State name and press # key when done

Press 1 to Replay
Press 2 to Erase and Rerecord
Press # to Accept

NOW DIAL 82 (this is to set up your greeting that will be played when someone enters your mailbox)

Press 1 to Record Greeting

Press 1 for Primary Greeting

Press 1 to Record New Greeting and when done recording greeting,
Press the # key

Press 1 to Replay
Press 2 to Erase and Rerecord
Press # to Accept