SECONDARY CENTER VOICEMAIL INSTRUCTIONS

RECORD A GREETING / AUTOMATED ATTENDANT DND

1. Press ***8**
2. Enter your security code (recommended) when prompted
3. Press **0 (OPER)** for Main Menu of Features
4. Press **G (4)** for greeting, listen to prompt to turn Automated Attendant DND **"ON"**
5. Press **R (7)** to record the greeting and press the # key when finished
6. Press ## to return to the main menu or hang up

RECORD A MAILBOX NAME (REQUIRED)

1. Press ***8**
2. Enter your security code (recommended) when prompted
3. Press **0 (OPER)** for Main Menu of Features
4. Press **RN (76)** to record a name (To listen to the name, press **L**)
5. Press **R** to record the name and press the # key when finished

SET A SECURITY CODE (RECOMMENDED)

1. Press ***8** (If immediately prompted for messages, no security code is set)
2. Press **0 (OPER)** for Main Menu of Features
3. Press **OP (67)** for Mailbox Options menu
4. Press **S (7)** and enter a security code followed by the **#** key
5. Hang up when finished

TURN AUTO TIME STAMP ON (READS DATE AND TIME FOR EACH MESSAGE)

1. Press ***8** (If immediately prompted for messages, no security code is set)
2. Press **0 (OPER)** for Main Menu of Features
3. Press **OP (67)** for Mailbox Options menu
4. Press **AT (28)** for Auto Time Stamp option
5. Press **0 (6)** to turn ON/OFF
6. Hang up when finished