

ALCATEL 4635 VOICE MAIL

INITIAL VOICE MAILBOX SETUP

To set up your new voice mailbox:

1. Go off hook, dial 2900
2. When the system answers, press the star (*) key
3. Dial your voice mailbox number
4. Enter the initial password (same as your extension)
5. Follow the voice prompts to:
 - a. Change the password
 - b. Record your name
 - c. Select the standard greeting or record your personal greeting.

HOW TO ACCESS MAILBOX AFTER MAILBOX SETUP

To access your mailbox when you have messages

1. If new messages are waiting system will tell you to dial * # # to access your mailbox
2. Enter your security code and follow voice prompts

To access your mailbox at any time

1. Go off hook, dial 2900 to call voice mail system
2. Press * and enter your mailbox number (extension number)
3. Enter your security code and follow voice prompts