

# BRESNAN

Communications

## **Voicemail Set Up**

The light on the upper right side of your phone will flash if you have a voice mail message in your mailbox. You will also hear a stutter dial tone. The display will show an envelope with number of messages. Dashboard will also display messages. Click on the message to play.

### **To Access Voicemail:**

Press the **Voicemail** programmable key. To access your voice mail box from another telephone line you must dial your telephone number and then press the \* key.

At the prompt enter your PIN. **Your default Voicemail PIN is 0000 (4 zeros).**

### **First-Time Sign-in:**

When you sign in for the first time you must set up your mailbox. This can only be done from your Bresnan Business Telephone line. First-time sign-in involves three steps:

- Changing your default PIN
- Recording your name
- Recording your greeting

### **Changing your PIN:**

Access your Voice Mail box by pressing the **Voicemail** key. At the prompt enter and confirm your new PIN. Once you have successfully changed your PIN you will be prompted to record your greeting.

### **Recording your Name:**

You will have ten seconds to successfully record your name. You will then be prompted to keep it by pressing 0 or to change it by pressing #. Once you have completed recording your name, you will be redirected to the main menu.

### **Recording your Greeting:**

Your personal greeting must be between two seconds and thirty seconds. Once you have recorded your greeting you will be prompted to keep it by pressing 0 or to change it by pressing #. Once you have accepted your greeting, you are prompted to record your recorded name.