

RCS
RCMS
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Setting up your Voice Mail box:

From your phone dial 300, when prompted for your security code, dial your extension number plus 997#(example: extension number 214 would be security code 214997#). (Tip: Always dial a security code quickly. If you hunt and peck the voice mail lady thinks you are trying to guess, and she will kick you out of your box. This is a security feature.)

After logging into your voice mail box the first time, a short tutorial will play:

There are 3 distinct and separate steps for setting up your voice mail box:

Step 1 is to record your Directory name; first and last name only "Toni Neal". (Not: This is Toni Neal).

Step 2 is to record your Greeting; this should include your name and position: "This is Toni Neal, Accounts Receivable, I can't take your call....."(you should said your name here also, as the Greeting is not connected to your Directory name from the previous step.)

Step 3 is where you can pick your own personal Security Code: it must be at least 3 digits and not more than 16. After entering the new security code, you will be prompted to enter it a second time for verification.

Upon completion of these 3 steps, your setup will be complete and you will be able to access your voice mail messages.