Mailbox greetings

There are three types of Personal mailbox greetings: Primary, Alternate and Personalized.

Primary mailbox greeting
Is your everyday mailbox greeting. In this greeting include your name, mailbox number and a brief message explaining to callers that you are unable to answer their calls.

Alternate mailbox greeting
Is a special greeting for times when you are away from the office or on vacation.

Personalized mailbox greeting
Up to three Personalized mailbox greetings are available when your company subscribes to Caller ID (CLID) services from your local telephone company.

About your mailbox password

Change your mailbox password every 30 days. Your mailbox password keeps your voice messages private and confidential. Choose an uncommon password (not 1111 or 1234) that is from four to eight digits long and does not start with zero.

Use the Mailbox commands illustration as a guide when you change your password.
More about addresses:
- Continue to enter addresses and then press #.
- Press 0 # to cancel an address.
- You can press 1 # to dial by name.
- When you are finished entering addresses, press # again to end the list.

Interrupt

More about interrupts:
- Intercept a caller who is listening to your mailbox greeting or leaving a message.
- You can program a feature code to a memory button with an indicator on your display telephone.
- If you program the Interrupt feature to a memory button:
  - While a caller is listening to your mailbox greeting or leaving a message, the indicator (► or ▼) flashes for the Interrupt button.
  - Press the Interrupt button to retrieve the call.

To program a memory button with a feature code:
2. The display shows Program Features.
3. Press a memory button with an LCD indicator.
4. Press C 2 and then enter the feature code that you want to program.
5. The display shows Programmed, then ends the session.