

LISTEN-ONLY MAILBOX INSTRUCTIONS

In order to initialize a **NEW** listen-only box, please complete the (2) two steps listed below. It is important to complete the steps in the order they are listed below.

A. ESTABLISH A CONTRIBUTOR

It is important to create at least one or more contributors for each listen-only box. Contributors are **AUTHORIZED regular mailboxes** from which changes can be made to the listen-only mailbox.

It is impossible to make changes to a listen-only mailbox unless your regular voice mailbox has been established as a contributor.

- * Dial 5-8168
- * Press (*)
- * Enter voice mailbox # of listen-only box (not your regular mailbox)
- * Enter temporary password of listen-only box
- * Enter new password and then press (#)
- * Wait for recording tone and state name of listen-only box and then press (#)
- * Press (#) to maintain existing recording or press (*) to re-record
- * Press (4) for personal options
- * Press (2) for administrative options
- * Press (2) to add a contributor
- * Enter mailbox number of the contributor (not listen-only box)
- * Continue to press (*) until the voice mail system says goodbye
- * Hang up

B. RECORD THE ANNOUNCEMENT

The outgoing announcement is the announcement that the caller hears when he/she reaches the listen-only box. The outgoing announcement must be recorded as a message from the contributor's regular voice mailbox and sent to the listen-only box.

- * Dial 5-8168
- * Enter password (for contributor's regular mailbox) not the listen-only mailbox
- * Press (2) and wait for recording tone
- * Record the announcement message
- * Press (#) when finished
- * Enter the mailbox destination # (this would be the listen-only mailbox number)
- * To send message immediately, press #
- * Press (*) if no more destinations or enter next destination mailbox
- * Continue to press (*) until voice mail system says goodbye
- * Hang up.