

UM8700 Voicemail 1st time Enrollment Procedure

The first time you call the voicemail system, you will be asked a few questions regarding the setup of your new mailbox.

This will include the system asking you to set your new security code, record your name, and record your personal greeting.

1. Call the Voicemail System by dialing “**3480**” from your extension, or by pressing the “**Voicemail**” access key labeled on your telephone.
2. When prompted, enter the default security code “**5555.**”
3. The system will begin asking you a few simple setup questions. Follow the prompts and set up instructions given to complete the process.