

### **First Time Login to Mailbox to Set Personal Options (Record Mailbox Greeting and MultiBox Selection)**

1. Call into the system on your mailbox number XXX-XXX-XXXX
2. Single mailbox customer:
  - a. Press # key to login while system plays the general greeting "At the tone please record your message for box XXXXXX (associated box)".
3. Call-MASTER will then prompt you to enter your password followed by the star key. Enter the associated password for the mailbox then press the star key. (XXXXXX)
4. You will now be logged into your mailbox.
5. As this is the first time you have logged in, Call-MASTER will walk you thru various steps to Set Personal Options (mailbox name, greeting and directory listing, etc.). Follow instructions provided to record the mailbox name and greeting.
6. Call-MASTER will then tell you the number of new messages you have in your mailbox and give you the main voice mail options to "Press 1 to review messages, 2 to send a message, or 3 to set personal options".
7. If you wish to review your messages then select Option 1 to review messages.
8. If you wish to record your main selection message,
  - a. select option 3 (set personal options), then select option 2 (record greeting) to make your recording;
  - b. Call-MASTER will then play the current;
  - c. You will then be prompted to record your greeting. Make the recording and press \* when complete;
  - d. Call-MASTER will then give you the option to "Press 1 to accept, 2 to replay, or 3 to redo". Select desired Options;
  - e. YOU MUST PRESS 1 TO ACCEPT YOUR NEW RECORDING.

### **Login to Mailbox to Review Messages**

#### **Single Box Customers**

1. Call into the system on your normal voice mail number
2. Press # key to login while you hear your custom mailbox greeting.
3. Call-MASTER will then prompt you to enter your password followed by the star key. Enter the associated password for the mailbox then press the star key.
4. You will now be logged into your mailbox.
5. Call-MASTER will tell you the number of new messages you have in your mailbox and give you the main voice mail options to "Press 1 to review messages, 2 to send a message, or 3 to set personal options".
6. If you wish to review your messages then select Option 1 to review messages.

For any questions or problems please call 610-785-0050 and leave me a message. I will be paged and I will get right back to you.

Thank you for your patience and understanding during this process