



Voicemail Initialization

Blue Platform



Disclaimer: The information in this document is intended for users on the legacy voicemail platform, typically installations of service from prior to 2019.

Welcome!

Please take a few moments to setup your voicemail.

Telesystem will walk you through the steps to change your security PIN, record a name announcement and record a greeting that will play whenever you are unavailable.



1) Setup Your New PIN:

- From your endpoint, press the envelope button (choose the extension if you have multiple), then press “**Connect**”.
- When prompted enter your default PIN: **XXXX + LAST 5 DIGITS OF YOUR OWN PHONE NUMBER**, then press #.
- Listen to the prompts and follow the instructions to create a new PIN (4 to 15 digits).

2) Record a Name Announcement:

After creating a new PIN, follow the tutorial to record your name announcement.

- Speak your **first name** and **last name**, then press #.

3) Record Your Outgoing Greeting:

The next step in the tutorial is to select and record your personal greetings. The system will describe the greeting types and options. It will also provide a sample greeting and prompt you to record your greeting(s).

- Select the appropriate option and press 1 to hear a sample of the selected greeting type. You will hear a beep. Please pause for two seconds before beginning to record your greeting.
- When you have finished recording your greeting(s), press #. The system will repeat your new greeting for review and prompt you to accept or re-record the greeting.

After you have saved your greeting(s), the tutorial will confirm that you have successfully completed the required steps to initialize your mailbox.

Congratulations!

Access your mailbox from any public phone by dialing **567-661-0001**