

SETTING UP YOUR VOICE MAILBOX, IS AS EASY AS 1,2,3

CTL-userguide

1) RECORD YOUR PERSONAL GREETING

- Press **MSG** key
- Dial **G (4)**
- Follow the voice prompts to record your greeting

Note: You may have up to 3 pre recorded greetings and toggle between them.

Note: If “auto attendant do not disturb” is activated, your phone will not ring & callers will be sent directly to your personal greeting.

Sample: Hello, this is Sally, I’m not available to take your call at this time, dial “0” for immediate assistance or leave a message at the tone and I will return your call promptly.

2) RECORD YOUR MAILBOX NAME

- Press **MSG** key
- Dial your **security code** (if you have one)
- Dial **RN (76)**
- Follow the voice prompts to record your name

3) CHANGE YOUR SECURITY CODE

- Press **MSG** key
- Dial your **security code** (if you have one)
- Dial **OP (67)**
- Dial **S (7)**
- Follow the voice prompts to change your security code