

## VC Unlimited Box Setup Instructions

### To Record Your Greeting:

**Step 1. Dial the 10-digit voicemail number assigned to you.**

If you have previously recorded a greeting, you will hear your recording. Otherwise, you will hear the automated attendant.

**Step 2. Press the \* key while the automated attendant is speaking.**

If you fail to press \* before the attendant finishes speaking, you will hear a tone. Do not record a message. You will need to hang up and begin again with Step 1.

**Step 3.** The automated attendant will say, "Please enter your security code." **Enter your temporary security code** (the last four digits of your voicemail number).

After a brief pause, you will hear the attendant say, "You have no voice messages...Main Menu..." Note: If you accidentally left a message during Step 2, then you will have messages. Ignore those messages at this time.

**Step 4. Press "5" (Account Maintenance Menu).**

**Step 5. Press "1" (Record Greetings Menu).**

**Step 6. Press "1" to record your default All-In-One Greeting.** The attendant will say, "Please begin recording at the tone."

Your greeting should contain all selections that a caller may make. As part of your greeting, you will want to say, "Press 0 for the operator. Press 1 to leave a message. Press 2 for menu options."

**Step 7. Say your greeting. Then wait for the attendant to speak. Do not press any more keys until you are prompted.** The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your message, press #. To return to the previous menu, press \*."

**Step 8. Press "1" to review your All-In-One greeting.**

**Step 9. If you are satisfied, press # to save the recording.** The attendant will return you to the *Record Greetings Menu*. Proceed to Step 10.

**To re-record, press "2" and return to Step 7.**

### To Change Your Security Code:

**Step 10. Press \* (Account Maintenance Menu).**

**Step 11. Press "4".** The attendant will say, "Security Code Menu. To review your Security Code, press "1". To re-enter your Security Code, press "2". To return to the previous menu, press \*."

**Step 12. Press "2".** The attendant will say, "Please enter a 4 to 8 digit security code. Make sure that this security code is easy to remember, but hard for intruders to figure out."

**With these instructions, you will:**

1. Record your default Unlimited Greeting.
2. Set your new security code.
3. Record your "Leave a message" Greeting.
4. Record your "Main Menu" Greeting.
5. Set up your Available Properties Program.
6. Record greetings for additional extensions.
7. Listen to your messages from Extension 1.

**You need your:**

1. 10-digit voicemail number.
2. Temporary security code, which is the last four digits of your voicemail number.

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## VC Unlimited Box Setup Instructions (P.2)

### To Change Your Security Code: *continued from page 1*

- Step 13.** After the beep, **enter your NEW security code. Your new code must be four to eight digits. Then wait for the attendant to speak. Do not press any more keys until you are prompted.** The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your entry, press #. To return to the previous menu, press \*."
- Step 14.** Press "1" to review your new security code.
- Step 15.** If you are satisfied, press # to save the new code. The attendant will return you to the Security Code Menu.  
To re-enter your code, Press "2" and return to Step 13.
- Step 16.** Hang up.

### To Record Your "Leave a Message" Greeting:

- Step 1.** Dial the 10-digit voicemail number assigned to you. You will hear the personal greeting that you just recorded.
- Step 2.** Press \* while your greeting is playing. The automated attendant will say, "Please enter your security code."
- Step 3.** Enter your security code.  
After a brief pause, you will hear the attendant say, "You have no voice messages...Main Menu..."
- Step 4.** Press "2" (Broadcast Menu).
- Step 5.** Press "1" to record your default "Leave a Message" Greeting. The attendant will say, "Begin recording at the sound of the tone."  
Your greeting should contain all selections that a caller may make. As part of your greeting, you will want to say, "Press 0 for the operator. Press 1 to leave a message. Press 2 for menu options."
- Step 6.** Say your greeting. Then wait for the attendant to speak. Do not press any more keys until you are prompted. The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your message, press #. To return to the previous menu, press \*."
- Step 7.** Press "1" to review your "Leave a Message" Greeting.
- Step 8.** To re-record, press "2" and return to Step 6.  
If you are satisfied, press # to save the recording. The attendant will ask you to enter a document number to save.
- Step 9.** Press "1" and the # key. If this extension was not previously recorded, you will hear, "Document saved."  
Go to Step 10.  
If the extension was previously recorded you will hear, "This extension already exists. Press "1" to overwrite, or any other key to cancel." Press "1" to overwrite.
- Step 10.** Hang up. Proceed to the next section to record main menu options.

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## VC Unlimited Box Setup Instructions (P.3)

### To Record Your Main Menu Options:

- Step 1.** Dial the 10-digit voicemail number assigned to you. You will hear your personal greeting.
- Step 2.** Press \* while your greeting is playing. The automated attendant will say, "Please enter your security code."
- Step 3.** Enter your security code.  
After a brief pause, you will hear the attendant say, "You have no voice messages...Main Menu..."
- Step 4.** Press "2" (Broadcast Menu).
- Step 5.** Press "1" to record your "Main Menu" Greeting. The attendant will say, "Begin recording at the sound of the tone."  
Your greeting should contain all selections that a caller may make. As part of your greeting, you will want to say, "Press 0 for the operator. Press 1 to leave a message. Press 2 for menu options."
- Step 6.** Say your greeting. Then wait for the attendant to speak. Do not press any more keys until you are prompted. The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your message, press #. To return to the previous menu, press \*."
- Step 7.** Press "1" to review your "Main Menu" Greeting.
- Step 8.** To re-record, press "2" and return to Step 6.  
If you are satisfied, press # to save the recording. The attendant will ask you to enter a document number to save.
- Step 9.** Press "2" and the # key. If this extension was not previously recorded, you will hear, "Document saved."  
Go to Step 10.  
If the extension was previously recorded you will hear, "This extension already exists. Press "1" to overwrite, or any other key to cancel." Press "1" to overwrite.
- Step 10.** Hang up. Proceed to the next section to record frequently asked questions.

### To Record Greetings For Additional Extensions:

- Step 1.** Dial the 10-digit voicemail number assigned to you. You will hear your personal greeting.
- Step 2.** Press \* while your greeting is playing. The automated attendant will say, "Please enter your security code."
- Step 3.** Enter your security code.  
After a brief pause, you will hear the attendant say, "You have no voice messages...Main Menu..."
- Step 4.** Press "2" (Broadcast Menu).
- Step 5.** Press "1" to record a greeting for the extension you want to add. The attendant will say, "Begin recording at the sound of the tone."  
Your greeting should contain all selections that a caller may make. As part of your greeting, you will want to say, "Press 0 for the operator. Press 1 to leave a message. Press 2 for menu options."
- Step 6.** Say your greeting. Then wait for the attendant to speak. Do not press any more keys until you are prompted. The attendant will say, "To review, press "1". To re-record, press "2". If you are satisfied with your message, press #. To return to the previous menu, press \*."
- Step 7.** Press "1" to review your greeting.

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## **VC Unlimited Box Setup Instructions (P.4)**

### **To Record Greetings For Additional Extensions:** *continued from page 3*

**Step 8.** To re-record, press “2” and return to Step 6.

If you are satisfied, press # to save the recording. The attendant will ask you to enter a document number to save.

**Step 9.** Enter an unused number and the # key. If this extension was not previously recorded, you will hear, “Document saved.” Go to Step 10.

**Note: Extensions 0, 1, and 2 are already in use. You may add extensions 3 through 999, using a new number each time you add an extension.**

If the extension was previously recorded you will hear, “This extension already exists. Press “1” to overwrite, or any other key to cancel.” **Press “1” to overwrite.**

**Step 10.** Hang up. Repeat the process to record additional extensions, or proceed to the next section to access your messages.

### **To Listen to Your Messages From Extension 1:**

**Step 1.** Dial the 10-digit voicemail number assigned to you. You will hear your personal greeting.

**Step 2.** Press \* while your greeting is playing. The automated attendant will say, “Please enter your security code.”

**Step 3.** Enter your security code.

After a brief pause, you will hear the attendant say, “You have ? voice messages...Main Menu...”

**Step 4.** Press “1” to listen to your messages.

**Step 5.** When you are done, hang up.