

Modular Messaging

INITIAL LOGIN

Welcome to Modular Messaging! We recommend you follow these instructions the first time you use Modular Messaging:

A. LOG-IN:

1. Dial Modular Messaging extension (5500) or button and listen for the voice prompt.
2. Enter the initial default password **3478** **#**.
3. The system will prompt you to change your password. You will need to enter in a 5 to 15 digit password followed by the **#** key.
4. The system will prompt you to confirm your password. Re-enter your new password followed by the **#** sign.
5. The system will prompt you to record your name. Record your name at the tone, then press **#**.
6. To accept your name, press **1** To Re-record, press **2**.

>>> YOU ARE NOW LOGGED IN <<<

B. CREATE A PERSONAL GREETING:

(Your callers will hear this greeting when you are not available and your calls are answered by Modular Messaging.)

1. Press **3** to administer your personal greeting.
2. Press **1** to record greeting
3. Press **1** to choose personal greeting.
Press **2** to choose Extended Absence Greeting.
4. Record your greeting.
5. Press **1** to end your recording.

If you would like to listen to your recording or if you are not satisfied with your recording.

Press **2** **3** to play back greeting or press ***** **3** to delete and re-record.

6. Press **#** to approve.