

## First-Time Sign-In

When you sign in for the first time, you must set up your mailbox. To access your VM, dial the access number \* 1 7 from your phone.

First-time sign-in involves three steps:

- changing your PIN
- recording your name
- choosing a greeting

The greeting and recorded name are played each time a caller accesses your mailbox to leave a message.

### Changing your PIN

First, to secure your account, you must set up a new PIN. A prompt asks you to enter a new PIN, which can range between 4-20 digits.

1. Enter a new PIN, pressing # when finished.
2. Confirm the new PIN by re-entering it and pressing # when finished.

### Recording your name

Next, you are prompted to record your name. This will be used for some system-generated announcements, for example when greeting your callers or when you leave messages for others.

Your recording should be less than ten seconds long. If it is too long, you will be asked to re-record a shorter version.

1. Record your name and press # when finished.
2. An announcement plays your recording back to you.
  - If you want to re-record it, press 1.
  - If you want to keep it, press #.

### Choosing a greeting

Once you have successfully recorded your name, you are prompted to select a greeting. You can use a number of different types of greetings.

- To record your own personal greeting, press 1. Then record your personal greeting, pressing # when finished.
- To use a system-generated greeting that announces your recorded name, press 2.
- To use a system-generated greeting that reads out your phone number, press 3.
- To use a system-generated greeting that neither announces your name nor reads out your phone number, press 4.

An announcement plays back your selected greeting.

- To record or select a different greeting, press 1.
- To save it and use it as your greeting, press #.

**This is the last step in setting up your mailbox.**



**GVTC**<sup>®</sup>  
COMMUNICATIONS

## Info Only Box

- 1 Record Announcement**
- 1 Personal Greeting**
- 3 System Greeting / Change Name**
- 5 Busy Greeting**
- \* Exit**

- 2 Security Options**
- 1 PIN Change**
- \* Exit**

- \* Exit Mailbox**