

## **INITIALIZING YOUR MAILBOX**

### *FROM YOUR OWN PHONE*

Dial 7000

Press # key or message key

### *FROM OUTSIDE THE HOSPITAL*

Dial 684-7000

Enter xxxx # mailbox number followed by  
# sign

### ***Enter your temporary password [use your 4-digit extension #]***

Enter 12xxxx #  
( enter 12 plus your 4 digit extension number followed  
the # sign )

### ***Now you must change your password***

Press 84 mailbox command to change password  
Enter 12xxxx# your old temporary password followed by # sign  
Enter xxxx# your new 4 - 16 digit password followed by # sign  
Enter xxxx# your new 4 - 16 digit password again followed by # sign

### ***Now you must record your name verification (first & last name only)***

Press 8\* to return to mailbox commands, main menu  
Press 2 for greetings  
Press 9 to record you name  
Press 5 to record

*At the tone record your first & last name, then press #  
Your name verification will now play back to you,*

*\*\*\*\*\*If you are unsatisfied with it and wish to re-record  
press 5 again to record, when finished press #*

*When satisfied with your name, go to next step*

### ***Now you must record your external greeting***

Press 8\* to return to mailbox commands main menu  
Press 2 for greetings  
Press 1 to record an external greeting  
Press 5 to record, wait for tone, then record  
Press # when you are finished recording

*Press 2 to play your greeting*

*If satisfied with greeting you may hang up now*

*\*\*\*\*\*If you are unsatisfied with greeting and want to re-record  
Press 76 to erase recording, then press 5 to record, and # when finished*