
Ucx Voice Mail 1st time setup

Voice Mailbox Setup – Options with * are minimum recommendations for Voice Mailbox setup.

Press Voice Mail Key or dial *97# (Nortel Phones can also use Feature 981)

Enter the default password of 829xxx where x = your extension number.

Press 0 for Mailbox Options

Press 1 to Record your Unavailable Message *

Press 2 to Record your Busy Message

Press 3 to Record your 1st and Last Name for the company Directory*

Press 5 to Change your password* (For security purposes please avoid Trivial Passwords such as 1111, 1234 etc.)