

# VOICEMAIL

## CREATE YOUR VOICE MAILBOX

Setting up your voice mailbox by phone is easy, and it only takes a few minutes.

Follow these simple steps:

- Dial **\*98** from your home phone.
- Enter your temporary PIN number: **1122**
- Follow the prompts to set up your mailbox, and change your PIN number.

You can also access the voicemail system by dialing your 10 digit home phone number from any touch-tone phone and pressing \*

Keep in mind that when dialing into voicemail remotely, you may incur additional access charges for non-local calls, hotel services charges, or cellular charges.

## SECURE YOUR VOICE MAILBOX WITH A NEW PIN NUMBER

For your security, you should immediately change your temporary PIN, even if you're not yet ready to set up your voice mailbox.

- Dial **\*98** and enter your mailbox PIN when prompted.
- Press **4 for Mailbox Setting**, then **3 for Security Options**.
- Follow the prompts.

Your new PIN should be at least four digits.

For increased security, you may not include any part of your phone number, repeat digits (e.g. 4444) or use sequential digits (e.g. 1234).

Guard your mailbox PIN as you would your ATM PIN, and periodically change it.