


CLEARLINES

TELEPHONE COMPANY

604-277-0022

Initializing and opening your mailbox for the first time

Note! : Please read through all the instructions below before doing any of the steps.

1. Press Feature or  981 or the Open Mailbox button
2. Press 0000 (this is the default password)
3. OK or #
4. Enter your new password xxxx (from 4 to 8 digits long that does not start with 0)

Security Alert! Do not use 1234, 8888, 1111 or anything else that's easy!

5. OK or #
6. Accept new password xxxx
7. OK or #

Note: The next step requires you to record your name for the company directory. You will not need to record your **personal** greeting at this time. That will be done later.

8. **At the tone:** say your full name and your telephone extension number.
9. OK or # to end your recording
10. Press OK or # to accept the recording. **You may also press Play or 1 to listen to your name or press Retry or 2 to re-record**
11. Press Admin or 8
12. Greet or 2
13. Rec or 1
14. Prime or 1
15. **Press Yes or 1 and record your personal greeting at the tone**
16. OK or # to end your recording
17. **Play or 1 to listen to your personal greeting or press Retry or 2 to re-record**

Note: Do not miss step 18, or you will lose your recording

18. Press OK or # to accept the greeting
19. Press Rls or  to end.