



## Opening your PANASONIC mailbox for the first time

1. Press the “Voicemail” button
2. Press **0000** (this is the default password) and then #
3. The system will now say: “**You have zero new messages**”
4. You must now change your password

**Security Alert!** **DO NOT** use 1234, 8888, 1111 or anything else that's easy!

5. Press **4** for “Mailbox Management”
6. Press **2** and then **1** and enter your new password **xxxx** (4 digits) and #
7. Press **2** to accept or follow the prompts to change again

**Note: The next step requires you to record your name for the company directory.**

8. Press **3** to change “Owner’s Name”
9. State your name after the tone and immediately press **1** to end recording
10. Follow the prompts if necessary
11. Press **2** to accept

**Note: You must now record your personal greeting.**

12. Press **1** to “Change The Personal Greeting”
13. Press **1** again to record your “No Answer Greeting”
14. Record your greeting at the tone and **press 1** to end recording (**see below!**)

**Hello, you reached \_\_\_\_\_ . I am not available to take your call right now, but please leave me your name, telephone number, and your message, and I will do my best to call you back as soon as possible. Thank you.**

15. Follow the prompts as necessary
  - **1** to review
  - **3** to re-record
  - **2** to accept

**Note: DO NOT miss step above or you will lose personal greeting recording!**

16. Hang up