



Deerfield Academy
Information Technology Services

Initial Voicemail Setup

<http://deerfield.edu/the-guide/help-desk-its/support-documentation/phones/>

INITIAL SETUP

1. Lift the handset
2. Dial 1440, then press the "Dial" button
3. Enter your passcode, then #
4. Choose option 3 to 'work with your greetings.'
5. In the greetings menu, first choose option 1 to setup a personal greeting, then choose option 3 to change the recording of your name.