

# PEVS Phone Configuration

1. **You will need to access the voice mail system.**
  - a. If you have a message: Pick up the handset – Press the Message Button – Enter your passcode
  - b. If you do not have a message waiting: Pick up the handset – Dial 7000 – Enter your passcode
2. **Reset your voicemail greeting.**
  - a. Complete step 1.
  - b. Dial 8 – User Configuration
  - c. Dial 4 – Record a greeting
    - i. Listen to the prompts. When the system prompts you to record your greeting do so. A sample greeting is “ I’m not available to take your call, please leave a message and I will return your call as soon as possible”
  - d. Press any key to stop recording. Listen to what you recorded. If your happy with the recording press the 9 to exit and save your greeting.
3. **Reset you voicemail name.**
  - a. Complete step 1.
  - b. Dial 8 – User Configuration
  - c. Dial 6 – Record a name
    - i. Listen to the prompts. When the system prompts you to record your name do so.
  - d. Press any key to stop recording. Listen to what you recorded. If you’re happy with the recording press the 9 to exit and save you’re greeting.
4. **Reset your passcode.**
  - a. Complete step 1.
  - b. Dial 8 – User Configuration
  - c. Dial 7 – change passcode
  - d. The system will prompt you to enter a passcode. The system will then prompt you to enter the new passcode again to verify your initial entry.
  - e. Dial 9 to exit and save you’re user configuration system.