

## **Getting Started**

Using your SVMi-4 or SVM-400 mailbox for the first time you will need to set up some basic features. Follow the instructions below and the SVMi-4 / SVM-400 will direct you through the setup.

### **Accessing your Mailbox**

- Dial the Voice Mail group
  - 519 for DCS 70 system
  - 509 for DCS24 / DX816 systems
  - 53 for DX408 / 408i systems
  - 505 for DCS-VIP systems
- Enter your default password - 0000

### **Recording your mailbox greeting**

- Access your mailbox see above
- Dial 5
- Follow the recording instructions

### **Setting your Personal Password**

- Access your Mailbox
- Press # for Personal Services
- Dial 1 and your current password will be played
- Follow the instructions to set your new password.

### **Recording your Name**

- Access your Mailbox
- Press # for Personal Services
- Dial 2 and your current name will be played
- Follow the instructions to record a new name

### **Accessing your Messages**

- Press your Message Key twice,  
OR
- Dial the SVMi-4 / SVM-400 Voice Mail Group



# SVMi-4 & SVM-400 Voice Mail system

## Quick Reference Guide

For Complete SVMi-4 / SVM-400 operating procedures, consult the SVMi-4 / SVM-400 User Guide or your System Administrator

# Flow Chart – User Operation

