When making a call:

Do not dial 9 for an outside line

Do not dial 1 for long distance

SECTION 1: SETTING UP YOUR ENA SMARTVOICE VOICEMAIL

Creating your PIN

1. Press the **Messages** button or **VMail** soft key.
2. Enter a PIN (PIN can be between 4 and 20 digits), press **#**.
3. Re-enter PIN to confirm and press **#**.

Recording your Name Announcement

1. Record your name.
2. Press **#**.
3. The system will play back the recording.
4. Press **#** to save the recorded name or press **1** to re-record.

Recording your Greeting

The system offers a number of options for your greeting. You can record a personal greeting or select one of the available system generated greetings. The system generated greeting options can include your name, your telephone number, or neither.

- To record a personal greeting press **1** (Press **#** to save greeting).
- To select a system greeting that includes your name press **2**.
- To select a system greeting that includes your telephone number press **3**.
- To select a system greeting that includes neither name nor your telephone number press **4**.

Once you have finished with your greeting, your mailbox is fully set up.

SECTION 2: UPDATING YOUR ENA SMARTVOICE VOICEMAIL

Changing Your PIN:

1. Access your mailbox using your current PIN.
2. Press **4** to work with your **Settings**.
3. Press **3** for **Security Options**.
4. Press **1** to change your PIN.
5. Enter a new PIN press **#**.
6. Re-enter new PIN to confirm and press **#**.

Re-recording Your Name Announcement:

1. Log into your mailbox.
2. Press **3** to work with your greetings.
3. Press **3** to change the recording of your name.
4. Press **2** to review/re-record your name announcement.

   The system will play your existing name announcement.
5. Press **1** to make a new recording.
6. Record and press **#** when finished.
7. The system will play back your new name announcement. If the recording is ok press **1**.

Changing Your Personal Greeting

1. Log into your mailbox.
2. Press **3** to work with your greetings.
3. Press **1** to set up a personal greeting.
4. Press **1** to work with your personal greeting.

   The system will play your current personal greeting.
5. To re-record your personal greeting press **1**, to exit press *****.
6. Record your greeting and press **#** when finished.
7. If the new greeting is ok, press **1**, to change the greeting press **2**, to exit without saving the new greeting press **3**.