



How to setup your Trifecta voicemail box

From your phone

- Press the messages button on your phone
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new passcode (first time only)
- Press *
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press *
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.

From another desk phone

- Press the messages button on the phone (or dial 1000)
- Press * when prompted to enter the passcode
- Enter your extension number
- Enter your password (54321 is the default) followed by pound (#)
- You will be prompted to enter a new pass code (first time only)
- Press *
- You will be prompted to record your name. This is used for the directory and default greetings.
- When done, press the * key.
- Press 1 (to access your mailbox)
- Press 2 (after pressing 1 to access your mailbox) to change your busy greeting -- if desired (used when all of your lines are busy). The default busy greeting will play your recorded name and say you are busy and cannot take your call).
- When done, press *
- Press 3 (after pressing 1 to access your mailbox) to change your no answer greeting -- if desired. (used when your phone rings and is not answered). The default no answer greeting plays your recorded name and states that you are unavailable to take their call.