# VoIP Voicemail Initialization

To initialize a new voicemail box:
1.  Decide on a four (4) or five (5) digit password
2.  Pick up the handset and dial:
    a.  *98 – This is the voicemail access code
    b.  Your two digit city code.  See the chart below
    c.  Your three digit extension number
    d.  The pound sign (#).
    e.  Example, for Durant extension 123, dial *98-38-123-#
3.  When the system prompts "password", enter the default password, 1 2 3 4.
4.  Press 0 for mailbox options.
5.  There are 3 items you should record:
    a.  1 – Unavailable message.  This is the message callers will hear when you do not answer their call.  Press 1 and follow the voice prompts to record and approve.
    b.  2 – Busy message.  This is the message callers will hear when you are already on the phone and do not answer their call.  Press 2 and follow the voice prompts to record and approve.
    c.  3 – Name.  Simply record your name to personalize your messages.  Press 3 to record and approve.
6.  Press 5 and dial your new password at the prompt followed by the pound sign (#).
7.  Confirm your new password by reentering it and pressing the number sign (#).
8.  You can start over anytime by hanging up and beginning with step 2.
9.  The system is setup to e-mail your message to you.  Also, the blinking red light on the phone and the stuttered dial tone indicate you have messages.  Dial *98-[City Code]-[Extension]-# to retrieve or erase your messages from any VoIP phone.
10. Alternately, GXP2140 phones can access voicemail by pressing the envelope button.


City Codes:

| City | Code |
| --- | --- |
| Ardmore | 27 |
| Atoka | 28 |
| Boswell | 26 |
| Broken Bow | 22 |
| Brownwood | 29 |
| Durant | 38 |
| Hugo | 48 |
| Sherman | 74 |