

Modular Messaging

Setting Up Your Account

Follow the steps below to set up your Modular Messaging (voice mail) account.

General Information

Your Modular Messaging (voice mail) mailbox number is your internal **4-digit** extension number. To access the Modular Messaging system from inside the Central Office, dial 5959 or press the voice mail button on your phone (if available). If you are outside of the Central Office, dial 412-394-5959.

Activity 1: Log In

1. Dial in to the Modular Messaging system and follow the voice prompts.
 - a.) If calling from inside Central Office, and accessing an extension other than the one from which you are calling, press *# then enter your extension.
2. Enter the default password of 1379 then press #.

Activity 2: Change Your Password

1. The Modular Messaging system will prompt you to change your password. Passwords must be 4 or more digits in length.

NOTE: Your password CANNOT be any of the following: the same as your extension, all the same digits (i.e. 1111), consecutive digits (i.e. 1234), or begin with '0' (i.e. 0077).

Enter your new password followed by #.

2. The Modular Messaging system will prompt you to re-enter your password followed by "#".

Activity 3: Record Your Name

1. The Modular Messaging system will prompt you to record your name.
2. Follow the instructions to record (press 1 and after the tone speak your first and last name only).
3. Press 1 and the recording is played back.
4. Press # to approve.

Activity 4: Create Your Own Greeting

1. You will now need to record the greeting that your callers will hear prior to them leaving you a message.

Example: "Hello, you have reached John Smith. Please leave your name, number and a brief message and I will return your call as soon as I return."

Press 3, then 1 for Personal Greetings.

2. Press 1 for greeting number 1.
3. The system will now prompt you to record your greeting.
4. When done recording, press # to approve.
5. Press # to make the personal greeting active for all calls.

NOTE: You must make your greeting active for all calls, otherwise callers will not hear your greeting.