CloudTalk
Professional Telephony Services

To: New CloudTalk Pro Voicemail Users

Re: Setup of your Voicemail Box

1. **Login by selecting the Envelope (Mailbox) button from your phone.** (If you have a mailbox but no phone, no problem, simply go to any phone and dial *98#. You will be prompted for your mailbox number and your password.)
2. **Enter your password or the default password is 9955.**
3. **Press "0" for Mailbox Options.**

Go through the prompts, you will need to perform each of the following tasks …

a. Record you unavailable message
b. Record you busy message
c. Record your name
d. Customize your password

If you get stuck or confused, no problem … simply hang-up. You can always start over and try again.