

TALKPATH AND DISPATCH VOICEMAIL ADDING A MAILBOX

1. GO INTO *YOUR PERSONAL VOICEMAIL* BOX AND ENTER *YOUR PERSONAL PASSOWRD.*
2. ENTER **7** ON THE KEYPAD.
(*THIS IS FOR ADMIN OPTIONS, IT MAY NOT PROMPT YOU.*)
3. ENTER THE ADMIN PASSCODE: **2275**.
4. CHOOSE OPTION **2** (MAILBOX ADMINISTRATION)
5. CHOOSE OPTION **5** (NEW MAILBOX)
6. FOLLOW THE PROMPTS GIVEN. (IT WILL ASK YOU FOR THE EXTENSION NUMBER THAT YOU WOULD LIKE TO DELETE.)