

How to record personal VoiceMail Greetings. When calls are not answered at an extension callers are directed to the extension's VoiceMail. There are 4 different circumstances that warrant 4 different greetings for callers to hear.

How Do I Do This?

Greetings are recorded on the handset at the extension phone, this gives a better quality recording than using the speakerphone to make the recording.

VoiceMail boxes have 4 greetings for callers to hear when callers are directed to VoiceMail.

- Unavailable- on vacation or not responding to voicemail
- Busy- on the phone or in conference
- Normal - unanswered call - Your name clip
- Temporary - used for direct transfer to VM

Here are the steps to recording the different greetings.

Dial *2 to enter your voicemail.

Enter your VM password (default is 0000)

Press 0 for Mailbox Options. You will then be given the choice of which one of the 4 greetings you want to record.

- **Press 1** to record your Unavailable Greeting.
- **Press 2** to record your Busy Greeting.
- **Press 3** to record your Name Clip.
- **Press 4** to record your Temporary Greeting.

After selecting one of the 4 options, you will be ready to record.

Press # when finished recording.

After pressing # you have 3 options.

- **Press 1** to accept your greeting.
- **Press 2** to listen to your greeting.
- **Press 3** to re-record your greeting.