

Voice Mail Instructions

Create Personal Greetings – Basic

You can have up to three active greetings within the system (one for outside callers, one for inside callers, and one for calls received after business hours). Be sure to provide callers with your name, the date, your availability, and an alternate contact if they need immediate help.

Record Greeting

1. Press **3** from the Activity Menu.
2. Listen to a summary of active greetings.
3. Press **1** to record or re-record a greeting.
4. Enter a number (1-9) for the greeting.
5. Speak greeting at the tone.
6. Press **#** to approve the message, or **1** to edit the message.
7. Press **1** to activate your greeting for all calls.

Tips

The system greeting is always greeting 0. The system doesn't care what single-digit number you assign to each greeting. Keep track of your greetings by writing them down or by scanning them.

Act on New Greeting

Do one of the following:

- Press **#** to leave the greeting inactive.
- Follow the prompts to activate the greeting.

Activate Previously Recorded Greetings

1. Press **3** and **3** again from the Activity Menu.
2. Enter the greeting number.
3. Follow the prompts to activate for all calls or for individual call types.

Scan All Greetings

1. Press **3** then **2** from the Activity Menu.
2. Listen to first greeting status statement.
3. Press any combination of the following:
 - **0** to listen to a greeting.
 - **1** to re-record a greeting.
 - *** D** or *** 3** to delete and skip to the next greeting.
 - **2** to return to the previous greeting.
 - **#** to save and skip to the next greeting.

Then press ***** and **#** to quit scanning.