

## Recording Your Voicemail Greeting – To customize your mailbox:

1. Dial into the mailbox from your extension phone, either:

- Press the Message button, or
- Press \*97 and press Send

2. Enter the voicemail password assigned to you. (usually your extension)

3. Once in the mailbox menu, press 0 for mailbox options

4. Then press:

- 1 to record your “Unavailable” Greeting
- 2 to record a different “Busy” Greeting (optional ... only if you want to play a different “I’m on another line” message when you’re tied up with another call)
- 3 to record your name (to be used in the Directory, if applicable).

## Phone Usage

### Voicemail Menu

Three ways to access your mailbox:

1. From your phone dial \*97 or press the message button, and enter password.

2. Dial your number (or extension). When your voicemail greeting plays, press \* (star key) and enter password.

3. Dial \*98 from another extension. You will be prompted for, “Extension” and “Password”. 5

