


Record Voicemail Greeting

Step 1. **To record the personal greeting for this line, push the voicemail button  on your VoIP phone Or dial “*86”.**

Step 2. The system will say, *“Please enter your security code.”* **Enter your password followed by the “#” key.** (Initially, the last 4 digits of your phone number).

After a brief pause, you will hear the system say, *“You have no voice messages...Main Menu...”*

Note: If you currently have messages, please ignore the messages at this time.

Step 3. **Press “7”** (*Account Maintenance Menu*).

Step 4. **Press “1”** (*Record Greetings Menu*).

Step 5. **Press “2” to record your “unavailable” greeting.** Do NOT press “1”. This is NOT the main greeting. This is the ‘unavailable’ greeting that will play when the line goes unanswered.

The system will say, *“Begin recording at the sound of the tone.”*

Step 6. **Say your greeting. Then either wait for the system to speak or hit the “#” key to end the recording.** The attendant will say, *“To review, press “1”. To re-record, press “2”. If you are satisfied with your message, Press “#”. To return to the previous menu, Press “*”.”*

Step 7. **If you are satisfied with your greeting, press “#”.** The system will return you to the Record Greetings Menu.

Step 8. **Hang up.**