

To set up your voicemail mailbox:

Dial 86 (VM on the dial pad) (Voice mail access code)

Press # twice to enter your mailbox

Dial 0000 (Default password)

Dial 3 (Menu to record greetings)

After dialing 3 you will have three options: To record a mailbox greeting, Dial 1. To record a greeting for busy, Dial 2. To record your name, Dial 3
Start with:

Dial 1 (Mailbox greeting) After dialing 1 you will have options such as to playback the message Dial 1, to erase the message Dial 3 etc..

If you are ready to record your mailbox greeting:

Dial 6 (Record your greeting) see example sheet for greeting outline.
When you have finished recording your mailbox greeting, press #. You will hear the following options: Press 1 to playback, press 2 to save. You must press 2 to save your recording. Once you have saved your recording you will Need to record your busy greeting by doing the following steps:

Dial 2 (Greeting for busy)

Dial 6 (Record your busy greeting) see example sheet for greeting outline.
When you have finished recording your busy greeting, press #. You will hear the following options: Press 1 to playback, press 2 to save. You must press 2 to save your recording. Now record your name by doing the following steps:

Dial 3 (Record name menu)

Dial 6 (Record your first and last name)

Press #

Press 2 to save.

Hang up

Greeting Examples:

Mailbox greeting example: Hello, you have reached _____ at extension _____. I am (unable or unavailable) to take your call at this time. Please leave a message and I will return your call as soon as possible. (Please do not say I am either away from my desk or on the phone because you will be recording a busy greeting which will play if you are on the phone and you receive a call).

Busy greeting example: Hello. You have reached _____ at extension _____. I am (on another call or on the phone) at this time. Please leave a message and I will return your call as soon as possible.

Record your name: Please say only your first and last name.