

## **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.