

# Recording a new voicemail greeting

## Adding a new greeting to your voicemail box.

The following steps will allow you to record a new message for your voicemail box.

1. Dial 265 to access the voicemail system. **Wait for the voice prompt.**
2. Dial 4.
3. Dial 1.
4. Dial 1 to begin recording the new voicemail greeting. Wait for tone to begin the recording.

## Adding a new greeting to a voicemail box if you do not have a handset.

The following steps will allow you to record a new message for your voicemail box if you don't have a handset.

1. Dial 265 to access the voicemail system. **Wait for the voice prompt.**
2. Dial #6.
3. Dial \* and the extension you need to change.
4. Dial 4.
5. Dial 1.
6. Dial 1 to change Personal Greeting
  - a. Dial **1** to Change **No Answer Greeting**,
  - b. Dial **2** to change the **Busy Signal Greeting**,
  - c. Dial **3** to change the **After Hours Greeting**
  - d. \*If 2 or 3 are set the Greeting defaults to the No Answer Greeting



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