HOW TO CHANGE YOUR VOICE MAIL MESSAGE AFTER SETTING IT UP

ACCESSING YOUR MAILBOX FROM YOUR DESK PHONE:

1. Lift the telephone handset and press the VM-Button or dial the voice mail extension_____
2. When prompted enter your password (the default password is 0000)
    You are now logged into your mailbox. Go to A & B

YOU MUST CHANGE THE MESSAGE @ BOTH A & B

ACCESSING YOUR MAILBOX FROM OUTSIDE THE OFFICE:

1. Dial the number that is answered by the voice mail system_____
2. When you hear the greeting press the pound (#) button and enter your mailbox number. This needs to be done without pausing.
3. When prompted enter your password (the default password is 0000)
    You are now logged into your mailbox Go to A or B

A.   RECORD YOUR PRIMARY NO-ANSWER GREETING:
Dial "5, 1":

NOTE: Remember – If you are redoing this option you MUST press 3 to delete your existing recording before re-recording. Otherwise, your new recording will be attached to your old recording.

Follow the audio prompts.
Press "#" to save your recording.
_____

B.   RECORD YOUR MAILBOX GREETING:
Dial "5, 7":

NOTE: Remember – If you are redoing this option you MUST press 3 to delete your existing recording before re-recording. Otherwise, your new recording will be attached to your old recording.

Follow the audio prompts.
Press "#" to save your recording.
_____

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