

Managing Voice Mail Greetings

- You have three options for voice mail greetings:
 - System greeting, where the robot lady speaks a generic greeting, inserting your recorded name at the appropriate time.
 - Personal greeting that you can record as a default greeting
 - Alternate greeting that you can record for when you are away on leave, etc.
- To **record** greetings, follow these steps
 - Enter voice mail system by pressing the voice mail button on your phone and enter your PIN
 - Press 9 for user options
 - Press 1 to manage greetings
 - Press 2 to review/change your personal greeting (if you record a new greeting, you will be asked whether it should be your active greeting)
 - Press 4 to review/change your alternate greeting (if you record a new greeting, you will be asked whether it should be your active greeting)
- To choose which greeting will be the active greeting
 - Press 9 for user options
 - Press 4 to manage call answering options
 - Press 2 to choose the active greeting (the system will play the current active greeting)
 - Press 1 to keep the current active greeting
 - Press 2 to change to a different greeting
 - Press 1 to select the system greeting
 - Press 2 to select the personal greeting
 - Press 3 to select the alternate greeting

Please do remember to change your voice mail greeting if you are going to be away from the office and not checking your messages.