

# Recording Your Personal Greeting

Access your voicemail box.

From the Main Menu, press **3**.

To set up a personal greeting press **1**.

To set up a system generated greeting or to change the recording of your name press **3**.

To change the greeting that callers hear when you're busy press **5**.

If you don't record a personal greeting, a generic greeting will be played.

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🕒 Revision #1

★ Created Wed, Feb 16, 2022 3:50 PM by [Admin](#)

✎ Updated Wed, Feb 16, 2022 3:51 PM by [Admin](#)