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.

Revision #1
Created Wed, Feb 16, 2022 3:50 PM by Admin
Updated Wed, Feb 16, 2022 3:51 PM by Admin