

TO RECORD or CHANGE GREETINGS:

- CALL your voicemail number
- When the voicemail answers, enter the star [*] key on the touchtone telephone keypad.
- Enter your security code when prompted.
- You are now at the Main Menu.
- Press [8], User Options.
 - Press [1], Personal Greeting.
 - Press [3], To select the Current Greeting.
 - Enter the greeting number you want to edit/record followed by the pound [#] key.
 - i.e. to select greeting 1, enter [1][#], to select greeting 2, enter [2] [#]
 - Press [1], To review the current greeting or..
 - Press [2], To re-record the current greeting.
 - Press [9] when you are finished recording to save your greeting.
- Press [9] two times to return to the Main Menu.
- Press [9] to exit the system.

TO CHANGE YOUR TRANSFER/CALL FORWARD NUMBER:

- CALL your voicemail number
- When you hear your personal greeting, Press [*], the star key.
- Enter your security code when prompted.
- You are now at the Main Menu.
- Press [8], for Personal Options.
 - Press [5], Revert (call transfer)
 - Press [1], *to review* the current transfer number.
 - Press [2], *to change* the transfer number.
 - Enter the transfer number when prompted.

The system will repeat the number and ask you to confirm by pressing [1].

- Press [9] three times to exit the system.

TO TURN TRANSFER FEATURE OFF:

- Log on to your voicemail.
- At the Main menu, Press [8], personal options
- Press [5], Revert (call transfer)
- Press [3], Revert Options
- Press [2], to disable revert feature (callers will not transfer)
- ***Be sure to change your greeting to the appropriate one to match transfer on or off.***
- Press [9] three times to exit the system

TO TURN TRANSFER FEATURE ON:

- Log on to your voicemail
- At the Main menu, Press [8], personal options
- Press [5], Revert (call transfer)
- Press [3], Revert Options
- Press [3], to set LINE transfer
- ***Be sure to change your greeting to the appropriate one to match transfer on or off***
- Press [9] three times to exit the system

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