

**TO RECORD or CHANGE GREETINGS:**

- CALL your voicemail.
- 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 10, enter [1] [0] [#], to select greeting 0, enter [0] [#], etc.

**Use Greeting 0 when you want callers to:**

**Press 1 to leave a message.. or**

**Press 0 to transfer to you**

**If no button is pushed, the system will take a message**

**Use Greeting 10 when you want callers to leave a message *ONLY*. *NO* transfer.**

- 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.
  
- Set the current greeting to the greeting you want to use before hanging up. This is the one you want callers to hear when they call your voice mail.
  
- Press [9] two times to return to the Main Menu.
- Press [9] to exit the system.

**How Your System will Work**

When **Greeting 0** is turned on the callers will hear your personal greeting. Tell callers to Press 1 to leave a message or Press 0 to transfer to you. If they DO NOT make a selection, the system will take a message. ***RECORD 3-5 seconds of silence at the end of your greeting to give callers time to make a selection.***

When **Greeting 10** is turned on the callers will hear your personal greeting and then be able to leave a message. They WILL NOT be able to transfer when this greeting is active.

**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.