

Changing Main Voicemail Greeting Message

The following instructions will guide you through the process to alter your main voicemail greeting message from either your office or away from work.

To Change Main Greeting Message (on-site)

Press the button VMADM followed by your Password (default 3223)

OR

From the main handset press any Voicemail button
Press *(star) # 0000 followed by your password (default 3223)
Edit system prompts – Press 1
Enter prompt number 1020
To discard and re-record – Press 3
Record new greeting
Press # to save recording

To Change Voicemail Greeting Message (off-site)

On hearing the greeting message
Press # 0000 followed by your password (default 3223)
Edit system prompts – Press 1
Enter prompt number 1020
To discard and re-record – Press 3
Record new greeting
Press # to save recording