

Phone Voicemail Setup

Phone Greetings and Personal Verification configuration instructions

To enter Greeting Phone Setup

Dial “7800” and then enter your extension when asked for your mailbox number and then enter your password (You will add # after entering Extension Number and also after the Password)

External Greeting:

Press “8 *” for Personal Options

Press “2” for Greetings

Press “1” for External Greeting

Press “5” to record your External Greeting

Press “#” to finish your External Greeting

Press “1” to hear your External Greeting

If you are not happy with your recorded greeting you can press “76” to delete it and then “5” to record a new message

Press “4” to exit the External Greeting menu

Internal Greeting:

Press “8 *” for Personal Options

Press “2” for Greetings

Press “2” for Internal Greeting

Press “5” to record your internal greeting

Press “#” to finish your Internal greeting

Press “2” to hear your Internal Greeting

If you are not happy with your recorded greeting you can press “76” to delete it and then “5” to record a new message

Press “4” to exit the Internal greeting menu

Personal Verification: (not all extensions have this option)

This option is your name that everyone hears when you are on the line or attached with voice message.

Press “8 *” for Personal Options

Press “2” for Greetings

Press “9” for Personal Verification

You will be prompted to record your Personal Verification – most users only record their first and last names as well as their department name.

Press “76” to delete old Personal Verification

Press “5” to create new Personal Verification

Press “#” to complete Personal Verification entry

Press “4” to exit the Personal Verification menu

(Call the Technology Services Help Desk Ext. 7300, if you need assistance with Voicemail Configuration or other phone related issues.)