



## Changing your Voicemail Greeting

Generally the message you will be recording is the **Unavailable** message as this is the default greeting used for your voicemail box.

To change your greeting, use the following steps:

1. Access your voicemail box
2. Once logged in, dial 0 for voicemail box options
3. Record the desired message
  1. Press 1 to record your Unavailable Message
  2. Press 2 to record your Busy Message
  3. Press 3 to record your Name

### Greeting Usage

**Unavailable Message:** This is the default message used for your mailbox.

**Temporary Greeting:** When recorded, this message will over-ride any other voicemail greetings you have recorded. In order to remove a temporary greeting it must be deleted.

**Busy Greeting:** The busy greeting is not used by default, but can be configured for use in the dial plan.

### Deleting a Temporary Greeting

1. Access your voicemail box
2. Once logged in, dial 0 for voicemail box options.
3. Press 4 to manage your temporary greeting.
4. Press 2 to erase your temporary greeting.