

Setting up the voicemail name and greeting for the first time



1. Press the envelope icon on the phone when you're not on a call.
2. It will prompt you with a voicemail pin. Please enter the pin and press the # key afterwards.
3. It should direct you to record your name after a tone, followed by your greeting which will be played when people first reach your voicemail.

Name - When people are searching up by extensions, the recorded name will play to confirm.

Greeting - Main recorded message before leaving a voicemail.
(example: You have reached the voicemail box of Joe Smith, I am currently not available for a call...)

If at any time you want to re-record your name or greeting, please hang up and press the envelope button again. After you put in your pin, choose option 6, then option 1, followed by option 1 again.