

## Recording Main Voice Mail Message

(Company Greeting)

1. Access Voice Mail by pressing the programmed message button > [**VM MSG**] or [**VMADM**] button (*if you have one on your phone*). If you do not have either button access your system by dialing the voice mail hunt group number.
2. Voice mail will say “*Enter your password.*”
  - a. Note: Press \* if you do not have a VMADM button or dialed the voice mail hunt group. You will hear the main company greeting.
3. Dial # and the mailbox number **0000**
4. Enter default password – **0000** (*unless changed*)
5. Follow the prompts
  - a. “*To edit system prompts press 1...*”
6. Enter the greeting number. Day greeting **1001** and night is **1002**

**\*\* Don't forget to save the greeting by pressing the # sign. \*\***