

## How to change your Voice Mail Greeting

Once you've dialed into your voice mail perform the following:

**Option 4** Options Menu

**Option 1** Record Menu

**Option 7** Record Customize Greeting

**Option 1** here it will ask for a two digit code pick a code between 01 and 99

**Option 1** to review existing greeting or **Option 2** to record new greeting, press # when done.

**Press 1** to accept greeting

To activate your greeting perform the following;

**Option 7**

**Option 2** to activate greeting, here you will need to enter the two digit code assign to your greeting from above.

## How to Deactivate Customized Greeting

**Option 4** Options Menu

**Option 1** Record Menu

**Option 7** Record Customize Greeting

**Option 2** Set Active Greeting press 0 for default Greeting