

Changing your personal greeting _____ (or vacation greeting)

1. Press the **“Voicemail”** button or the **“Open Mailbox”** button
2. Enter your password and then #
3. The system might then say: “You have no new messages”
4. Depending on your system, Press 4 (NS700) **or** Press 3 (TVM50) for “Mailbox Management”
5. Press 1 to change the **“Personal Greeting”**
6. Press 1 to change the **“No Answer Greeting”** or press 5 to change the **“Temporary” (Vacation) greeting**
7. It will now play your current message
8. Press 1 to change your greeting
9. Record you greeting at the tone and Press 1 to end recording
10. After recording your greeting, press: 1 to review | 3 to re-record | 2 to accept
11. Hang up

NOTE: If you set up a **“Temporary” (Vacation) greeting**, you are probably wondering how to turn it off when you get back to the office. Well, it’s easy.

1. Open your mailbox
2. Press 1 to delete the current “Temporary” message or press 2 to get to your messages
(Once the the “Temporary” greeting is deleted, it will revert to your “Personal Greeting”