

MAILBOX SET UP OPTIONS FOR GREETINGS

Change/Update your standard (default) Greeting:

1. Enter your mailbox
2. From your Main Menu, press 3 for Personal Options
3. Press 2 for Greetings
4. Press 1 for default greeting
5. Press 2 to listen to your greeting
6. Press 3 to re-record your greeting
7. Press 4 to delete your greeting
8. Press * to cancel

To Record an Extended Absence Greeting:

1. Enter your mailbox
2. From your Main Menu, press 3 for Personal Options
3. Press 2 for Personal Greetings
4. Press 2 for Extended Absence Greeting
5. Press 1 to activate your Extended Absence Greeting
6. Press 2 to listen to your greeting
7. Press 3 to record your greeting
 - a. To activate your EAG press 1
8. Press 4 to delete your greeting
9. Press * to cancel

When an Extended Absence Greeting is turned on, you will be prompted to retain or delete it when you enter your mailbox.