

HPBX Voicemail
CHANGING
YOUR NAME



CHANGING YOUR NAME

1. Access your voicemail
 - a. Push the envelope button on your phone
2. You will hear the recorded message, "Please enter your PIN followed by the # key."
 - a. Type your passcode with a # on the end on your telephone keypad
 - i. NOTE: unless you have changed your passcode it will be your 4-digit extension number
 - ii. Follow the prompts to listen to your voice messages OR to change your greeting continue:
3. You will hear the recorded prompt, "Welcome to the messaging service. To work with your greeting press 3."
 - a. Push 3 on the telephone keypad
4. You will hear the recorded prompt, "Greetings Menu: to select a system generated greeting or to change the recording of your name press 3."
 - a. Push 3 on the telephone keypad
5. You will hear the recorded prompt, "All callers will hear your normal greeting. To work with your personal greeting press 1."
 - a. Push 1 on the telephone keypad
6. You will hear the recorded prompt, "To review or rerecord the recording of your name press 2.
7. To make a new recording of your name press 1.
8. You will hear the recorded prompt, "After the tone please record your name. When you are finished press #.
9. The system will now play the recording you just did for you to listen to.
10. You will hear the recorded prompt, "Here's the recording of your name. If this recording is okay press 1, to change this greeting press 2, to exit without saving the recording press 3."
 - a. Push 1 on the telephone keypad
 - i. Unless you choose one of the other two options, then follow the prompts after those options.
11. You will hear the recorded prompt, "Your new recording has been saved."
 - a. Hang up

QUICK PROMPTS

- 3
- 3
- 2
- 1