HPBX Voicemail Recording And/Or
CHANGING YOUR PERSONAL GREETING

CTC

RECORDING AND/OR CHANGING YOUR PERSONAL GREETING

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 set up a personal greeting press 1."
   a. Push 1 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, "You are currently using the following personal greeting."

7. At this time your current personal greeting will play for you.

8. You will hear the recorded prompt, "To rerecord your personal greeting press 1."
   a. Push 1 on the telephone keypad

9. You will hear the recorded prompt, "We will now record your personal greeting, after the tone please record your greeting, when you are finished please press #."
   a. Listen for the tone and record your greeting
   b. Push the # on your keypad when you are done talking/recording

10. You will hear the recorded prompt, "Here is your new greeting."

11. The system will now play the recording you just did for you to listen to.

12. You will hear the recorded prompt, "If this greeting 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.

13. You will hear the recorded prompt, "Your new recording has been saved."
    a. Hang up

QUICK PROMPTS
• 3, 1, 1, 1