**Voice Mail Cheat Sheets**

**Record Primary greeting: 5/1**

***(This is the greeting people will hear if you do not answer the call)***

1. Press V.M MSG(voice mail) key.
2. For a list of options press 0.
3. For personal greetings press 5.
4. To assign your NO ANSWER greeting press 1
5. To edit your greeting Press 2 (Record greeting & **press 2 when finished**).
6. Press 1 to review or 3 to delete and re-record.
7. Press # to save your new greeting.

**Recording Transfer greeting: 5/7**

***(This is the greeting people will hear if they are transferred directly to your voice mail.)***

1. Press V.M MSG(voice mail) key.
2. For a list of options press 0.
3. For personal greetings press 5.
4. To edit your MAILBOX greeting press 7.
5. To edit your greeting Press 2 (Record greeting & **press 2 when finished**).
6. Press 1 to review or 3 to delete and re-record.
7. Press # to save your new greeting.

**Accessing your mailbox at business**

* From you own phone simply press your VM MSG (voice mail message key)
* Enter your password if required (default is 0000)

**Accessing your mailbox away from business**

**Day**

* Call into business and asked to be transferred to your voicemail. Once you here your greeting, press # 0000 (pound and 4 zeros)

**Night**

* From outside the office once the main company greeting answers dial your extension number. When you hear your greeting dial # 0000. (pound 4 zeros)

**Main company Greetings**

1. Press VM Admin key.
2. ***(if you do not have Admin Key press VM MSG key then immediately dial \*#0000)***
3. Enter password (0000 this is the default, customer may have their own password)
4. Press 1 for system prompts
5. Prompt # 1001 is generally programmed as the day greeting
6. Prompt # 1002 is generally programmed as the night greeting.
7. Prompt # 1003 is generally programmed as the company directory.

To review your greeting press 1, or to re-record press 3 (***Option 2 to continue******recording should not be used!)*** Press # to save your new greeting.