

# To Change VM Greetings and Names for Personal Mailboxes

## To Change your Personal Greeting

- 1) Press VMsg
- 2) Press \*#
- 3) Press 9+Ext Number of mailbox to make  
Changes to
- 4) Enter your security code
- 5) Press More
- 6) Press Setup
- 7) Press greet
- 8) Press Curr
- 9) When asked to change to alternet greeting press 2 for  
No
- 10) When asked to record your standard greeting press  
1 for yes.
- 11) After you are done recording press \*
- 12) The system will now playback your greeting and ask  
you if you want to change it. If you are satisfied with  
your greeting press 2 for No and hang up.