

Recording Your Name

1. Log in to voicemail.
2. From the voicemail Main Menu, press **7** to access mailbox options.
3. Press **6**.
4. Record your name, and then press **#**.
5. Choose one of the following options:
 - To accept your name recording, press **#**.
 - To review your name recording, press **1**.
 - To rerecord your name, press **2**.
 - To delete this recording, press **3**.
 - To cancel, press *****.

Recording a Personal Greeting

1. Log in to voicemail.
2. Press **7** to access mailbox options.
3. Press **1** to record a personal greeting.



Note

The personal greeting is linked to the active availability state.

4. Record your personal greeting for the currently active availability state at the tone and press **#**, then select from the following options:
 - To accept the personal greeting, press **#**.
 - To review the personal greeting, press **1**.
 - To rerecord the personal greeting, press **2**.
 - To cancel the recording, press *****.

Setting Your Password

1. Log in to voicemail.
2. From the voicemail Main Menu, press 7 to access mailbox options.
3. Press 4.
4. Enter your new password, and press #.
5. Do one of the following:
 - To confirm your new password, enter your new password again, and then press #.
 - To cancel the new password, press *.

Setting Your Availability State

Availability states let you specify your status and determine how inbound calls are handled. You can record distinct greetings and specify different call forwarding options for each state.

To change your availability state:

1. Log in to voicemail.
2. From the voicemail Main Menu, press 7 to access mailbox options.
3. Press 2 to set the availability state.
4. Choose one of the following availability states or other options:
 - For Available, press 1.
 - For In a Meeting, press 2.
 - For Out of Office, press 3.
 - For Vacation, press 4.
 - For Custom, press 5.
 - For Do Not Disturb, press 6.
 - To cancel, press *.

The availability state stays in effect until you change it.