To record Voice Mail Message.

Press the **Voice Mail Key**, and enter the password.

Your Password is ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Press **0** for **List of Options.**

Press **5** for **Personal Greetings.**

Press **1** to select which greeting to use ( choose between 1 and 9).

Press **2** to **Edit Greeting.**

Follow prompts to record greeting, ensure you press **#** to save greeting.

Greeting Description

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |

To Edit System Prompts

From Keystation.

Call VM by dialling 301 or press a VM button.

While message is playing press ‘\*#0000’

Password is ‘0000’.

Press ‘1’ to edit system prompts.

Enter Prompt number and follow directions.

Prompt Description

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