Personal Voice Mail Greeting

In order to change your personal greeting, you will need to access the Phone Manager.

To access Phone Manager:

1) Dial **7 0 0 0**, when prompted, enter your security code.
2) Press **3** for Phone Manager.

After entering Phone Manager, you will be given other options including Personal Options:

Press **1** for Personal Options

After entering Personal Options, you can access the following:

Press **3** to record a Personal Greeting
Press **2** to record the "Greeting for all other conditions"

Follow the prompts

NOTE: After successfully logging into your mailbox you can press the **#** sign at any time to receive a full list of the available options.