



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.