

COMDIAL VOICEMAIL RECORDING PERSONAL GREETINGS

1. PRESS YOUR **VOICEMAIL BUTTON**.
2. YOU WILL HEAR THE SYSTEM ASK YOU TO ENTER YOUR PASSWORD. **WHILE THE SYSTEM IS ASKING YOU THIS, PRESS YOUR # KEY, THEN WAIT A MOMENT.**
3. YOU WILL THEN HEAR THE SYSTEM BEGIN TO SPEAK AGAIN, **PRESS THE # KEY ONE MORE TIME.**
4. THE SYSTEM WILL ASK YOU TO ENTER YOUR MAILBOX NUMBER. YOU WILL NEED TO **ENTER THE NUMBER 70.**
5. THE SYSTEM WILL ASK YOU TO ENTER YOUR PASSWORD. THERE ARE THREE POSSIBLE PASSWORDS THAT WILL WORK. **4653 OR 70 OR 31856**
6. PRESS **OPTION 3.**
7. PRESS **OPTION 2.**
8. YOU WILL NEED TO **ENTER YOUR PERSONAL VOICEMAIL BOX NUMBER TO RECORD YOUR PERSONAL GREETING.**
9. FOLLOW THE PROMPTS.