

# INSKIN AND MINIVOICE VOICEMAIL:

## REMOTE VOICEMAIL ACCESS – RECORDING A PERSONAL GREETING

1. DIAL YOUR **MAIN** OFFICE TELEPHONE NUMBER.
2. WHEN YOU HEAR THE MAIN GREETING START TO PLAY, PRESS THE **#** KEY.
3. THE SYSTEM WILL PROMPT YOU TO ENTER THE MAILBOX NUMBER OF THE PERSON YOU WISH TO SPEAK WITH. **ENTER YOUR PERSONAL EXTENSION NUMBER, FOLLOWED BY THE # KEY.**
4. AT THIS TIME, YOUR PERSONAL GREETING WILL START TO PLAY. WHEN YOU HEAR THIS, DIAL THE **\*** KEY.
5. WHEN THE SYSTEM PROMPTS YOU, **ENTER YOUR PERSONAL PASSWORD.**
6. CHOOSE **OPTION 3** TO ACCESS YOUR GREETINGS.
7. YOU CAN CHOOSE **TO RE-RECORD YOUR PERSONAL GREETING – OPTION 2.**

*OR*

YOU CAN CHOOSE **TO RE-RECORD A TEMPORARY GREETING – OPTION 3.**

**(PLEASE NOTE:** IF YOU RE-RECORD YOUR TEMPORARY GREETING AND ACTIVATE IT, **YOU WILL NEED TO DELETE THE TEMPORARY GREETING COMPLETELY, IN ORDER FOR YOUR PERSONAL GREETING TO BE RE-ACTIVATED).**