

# COMDIAL VOICEMAIL CHANGING MAIN 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 THE BOX NUMBER FOR THE GREETING YOU WISH TO CHANGE. BOX NUMBER 800** IS TYPICALLY YOUR DAY GREETING (*MANY PEOPLE WILL ONLY HAVE THIS ONE BOX NUMBER SET UP TO COVER ALL GREETINGS*) AND **BOX NUMBER 801** IS TYPICALLY YOUR NIGHT GREETING.
9. IT IS RECOMMENDED THAT YOU **PRESS 1 FIRST TO HEAR THE GREETING WHICH YOU INTEND TO RERECORD. PLEASE NOTE:** AT THIS POINT, YOU ***MIGHT*** HEAR THE SYSTEM SAY “ENTER THE GREETING NUMBER OR PRESS \* FOR THE CURRENT ACTIVE GREETING.” IF YOU DO HEAR THIS, JUST PRESS \* AND THE SYSTEM WILL THEN PLAY THE GREETING THAT IS CURRENTLY RECORDED FOR YOU.
10. TO RECORD YOUR NEW GREETING **PRESS 2 THEN \***. YOU CAN RECORD YOUR GREETING AFTER THE TONE AND **PRESS #** WHEN YOU HAVE FINISHED RECORDING YOUR GREETING.