

## **To change your voicemail message**

1. Access your voicemail – press the voicemail button on your phone and enter your password (new ones are set to extension number)
2. Press 8 – wait a few moments
3. Press 4
4. Press 7
5. Record your message when prompted
6. Press 7 to review the recorded message, 9 to save it

To change your name

Follow steps 1 & 2

Press 6

To change your greeting

Follow steps 1 & 2

Press 4

To change your password

Follow steps 1 & 2

Press 7