



NOTICE: Your voicemail system has been upgraded! Please follow these simple steps to update your password and re-record your personal voicemail greeting:

**Recording your Personal Voicemail Greeting:**

1. Lift the handset.
2. Press the **messages** button. The messages key is the button with the “envelope” symbol.
3. Enter your new VM password (**19991**) then press **#**
4. The system will prompt you to change your password – Please make note of your new password for future reference.
5. Listen to the prompts and record your name.
6. Press **1** to access your voicemail box
7. Press **3** to record your No Answer greeting
8. Follow the prompts for recording, reviewing and accepting the recording.