



**Subject:** How to record a voicemail greeting **UPDATED**

**Technical Reference #:** TRD087

**Intended Audience:** ACPHS Employees

**Date:** 07-12-2010

### **FROM OFF CAMPUS**

#### **To record your greeting:**

1. Call the messaging system (518) 694-7200
2. Press \* when you hear the greeting
3. Enter your 3 digit phone extension when asked for ID
4. Enter your password when asked
5. After the messaging system plays your current greeting select 4 for Set Up Options
6. Press 1 for Greeting and Transfer options
7. Press 1 to Change greeting
8. From the selections, choose the appropriate greeting that you want to change

### **FROM ON CAMPUS**

#### **To record your greeting:**

1. Call the extension 280 from your own extension
2. Enter your password
3. After the messaging system plays your current greeting select 4 for Set Up Options
4. Press 1 for Greeting and Transfer options
5. Press 1 to Change greeting
6. From the selections, choose the appropriate greeting that you want to change

#### **Use these keys to select the greeting to rerecord:**

GREETING	KEY	GREETING	KEY
Standard	1	Closed	2
Alternate	3	Busy	4
Internal	5	Out-of-Office	6
Unavailable	7	other	8

#### **Use these keys as you record:**

TASK	KEY	TASK	KEY
Pause or continue	8	End recording	#

#### **Use these keys anytime:**

TASK	KEY	TASK	KEY
Cancel or back up	*	Skip or move ahead	#