

## HOW TO CHANGE DAY GREETING

Your day greeting is usually in a “phantom” mailbox

From your intercom button dial your voicemail access code

When the voicemail system answers and you hear “Enter your security code”—DON’T—instead:

Press #

Press \* phantom extension number plus #

Enter the security code assigned to the phantom mailbox

Press 3 to Manage Mailbox

Press 1 to Change Greeting

Select Greeting number 1

Press 2 to Record

Press # to stop recording

Press 9 to Save

Hang Up