

HOW TO CHANGE MAIN MAILBOX GREETING - NIGHT

Dial your voicemail access number from your intercom button

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

Press #

Press *

Enter mailbox number 991#

Enter security code

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