

Nortel Voicemail Quick Reference Pocket Guide

Changing Your Mailbox Greeting From **Outside** The Office

Business Hours: Have receptionist transfer you to your mailbox

- Press * *
- Enter your mailbox # & password
- Press #

After Hours: Once the Automated Attendant has answered

- Press * *
- Enter your mailbox # & password
- Press #



Once Mailbox is accessed press

- 8 = Mailbox Administration
- 2 = Greeting Options
- 1 = Record Greeting

Choose

- 1 = to record Primary
 - 2 = to record Alternate
- press # when done recording
- 1 = Replay 2 = Erase & re-record
 - # = Accept recording

After recording accepted press

- 2 = Greeting Options
- 2 = Choose Greeting

Choose

- 1 = to activate Primary
 - 2 = to activate Alternate
- You can now test to ensure your new greeting is now playing

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