

## Recording a New Standard Greeting

### From On-Campus:

1. Dial 6688 from your desk phone. (Make sure you are on the same line as your voice mailbox #. If you have a 9xxx mailbox, press \* then # and enter your mailbox number when prompted)
2. Enter your security code when prompted.
3. You are now at the main menu, Press 4 and then 4 to begin recording your Standard greeting.
4. Press any key to end recording.
5. To save your Standard greeting you must press #.
6. You may hang-up to end your call.

### From Off-Campus:

1. Dial 518-388-6688.
2. Press # when you begin to hear the automated voice. (This overrides the system and allows you to enter your mailbox number)
3. Enter your mailbox number when prompted.
4. Enter your security code when prompted.
5. You are now at the main menu, Press 4 and then 4 to begin recording your Standard greeting.
6. Press any key to end recording.
7. To save your Standard greeting you must press #.
8. You may hang-up to end your call.