



## Recording a Busy Greeting

### **From On-Campus:**

1. Dial 6688 from your desk phone/Jabber. (Make sure you are on the same line as your voice mailbox #. If you have a 9xxx mailbox, press \* and enter your mailbox number when prompted for your ID followed by #)
2. Enter your PIN when prompted followed by #.
3. You are now at the main menu, press 4, 1, 3, then 4 to begin recording your busy greeting.
4. Press # to end recording.
5. To turn on your busy greeting, press 3 and then #.
6. You may hang-up to end your call.

### **From Off-Campus:**

1. Dial 518-388-6688.
2. Press # when prompted.
3. Enter your mailbox ID (number) when prompted followed by #.
4. Enter your PIN when prompted followed by #.
5. You are now at the main menu, press 4, 1, 3, then 4 to begin recording your busy greeting.
6. Press # to end recording.
7. To turn on your busy greeting, press 3 and then #.
8. You may hang-up to end your call.