



Recording a New Standard 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 or are on another extension than your own, press * and enter your mailbox ID (number) when prompted followed by #)
2. Enter your PIN when prompted followed by #.
3. You are now at the main menu, press 4, 1, 1 to begin recording your Standard greeting.
4. Press # to end recording.
5. 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, 1 to begin recording your Standard greeting.
6. Press # to end recording.
7. You may hang-up to end your call.