

Custom Greetings - Record Custom Voicemail Greetings

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To modify your voice messaging settings and perform functions like recording a custom voicemail greeting, you can do so by accessing your Voice Portal. The Voice Portal can be accessed using your own phone or another phone.

First Login With Voice Portal Wizard

1. Enter the passcode provided (this will expire, and you will be prompted to enter a new passcode).
 2. Enter a new passcode at the prompt.
 3. Re-enter your passcode at the prompt.
 4. Record your Name at the prompt.
 5. Press **#**.
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Login

Dial your phone number/extension, and then:

From your own phone:

1. Enter the correct passcode to reach the Voice Messaging Main Menu.
2. At Voice Messaging menu, press * to reach the Voice Portal Main Menu.

From a phone other than your own:

1. Press * during your outgoing greeting to reach the login prompt.
2. Enter the correct passcode to reach the Voice Messaging Main Menu.
3. At the Voice Messaging menu, press * to reach the Voice Portal Main Menu.

Voice Portal Main Menu

1 – Access Voice Messaging*

2 – Change CommPilot Express Profile*

3 – Greetings Menu

4 – Change Call Forwarding Options*

7 – Access Hoteling*

8 – Change Passcode

9 – Exit

– Repeat Menu

*These options provided only if services are assigned to you.

Record Custom Greeting

1. To access the Voice Messaging menu, select 1.
 2. Then, select 5 to access the Compose Message Menu.
 3. From here, choose 1 to Change current message or 2 to Listen to current message.
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Configuring Your Personalize Name

You can choose the following options from the Personalized Name menu.

1 - Record new personalized name

2 - Listen to current personalized name

3 - Delete personalized name

* - Return to Voice Portal main menu

- Repeat menu
