Setting Up Your Voice-Mail

Record Your Greeting

1) Press your Voice-Mail Key. Bottom Button on a 12 or 24 button handset.
2) Enter your Voice-Mail password
3) Dial “8” to “set greeting or password.”
4) Press “1” to “edit your greeting”
5) Press “7” to “record a new greeting.”

Tip always use the phone receiver to record the greeting to get the best quality.
You can change your greeting as often as you want.
Did you know if you want to get an email of your voice mails you receive you just need to let WACRH IT know?