

Recording PERSONAL Voicemail Greetings

To record a new voicemail greeting using your Nextiva phone:

1. Dial ***86** from your Nextiva phone.
2. Enter your **Voicemail PIN** and press **#**.
NOTE: If you do not know your voicemail PIN, contact Telelink at 703-674-5959.
3. Select **Option 3** to change your **Mailbox No Answer Greeting**.
4. To **record** a new No Answer **Greeting** press **1**
5. **Record** your new message.
6. Press **#** when you have finished **recording** your **greeting**.
7. You will hear additional menu options after pressing **#** if you wish to listen to your new **greeting** or **rerecord** your message. Once you are satisfied with the new voicemail **greeting**, it will update immediately.

To record a personal greeting from outside the office

IF you have a direct dial phone number:

1. Dial **your Nextiva phone number** and let it ring until your voicemail answers.
2. Press * during the **greeting** to gain access to your voice mailbox.
3. Enter your **Voicemail PIN** and press **#**. If you do not know your voicemail PIN, reach out Telelink at 703-674-5959 to have them reset the PIN.
4. Select **Option 3** to change your **Mailbox No Answer Greeting**.
5. To **record** a new No Answer **Greeting** press **1**
6. **Record** your new message.
7. Press **#** when you have finished **recording** your **greeting**.
8. You will hear additional menu options after pressing **#** if you wish to listen to your new **greeting** or **rerecord** your message. Once you are satisfied with the new voicemail **greeting**, it will update immediately.

To record a personal greeting from outside the office
IF your company uses an Automated Attendant

1. Dial into your Auto Attendant
2. Dial your extension number and wait for the voice mailbox to answer. **NOTE:** Extension dialing must be enabled for this method to work successfully.
3. Press * during the **greeting** to gain access to your voice mailbox.
9. Enter your **Voicemail PIN** and press **#**. If you do not know your voicemail PIN, reach out to Telelink at 703-674-5959 to have them reset the PIN.
4. Select **Option 3** to change your **Mailbox No Answer Greeting**.
5. To **record** a new No Answer **Greeting** press **1**
6. **Record** your new message.
7. Press **#** when you have finished **recording** your **greeting**.
8. You will hear additional menu options after pressing **#** if you wish to listen to your new **greeting** or **rerecord** your message. Once you are satisfied with the new voicemail **greeting**, it will update immediately.

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