

How to Set Up a Personalized Voicemail Greeting on Phone

This article will show how to set up a personalized voicemail greeting on your Cisco phone. This includes an out-of-office greeting.

1. From the main menu within your Cisco phone's voicemail box, press **41** for "Change Greeting"
2. Press **3** to edit settings for your greetings. Then use the following keys to select the greeting that you want to change
 - Press **1** to record and set your Standard Greeting
 - Press **2** to record and set your Closed Greeting
 - Press **3** to record and set your Alternate or "Out-of-Office" Greeting
 - Press **4** to record and set your Busy Greeting
 - Press **5** to record and set your Internal Greeting
3. The system will replay your current recording
4. From this point, you have the following options:
 - Press **1** to (re)record your greeting
 - If you (re)record your greeting, use the following keys as you record:
 - Press **8** to Pause or Resume
 - Press **#** to End Recording
 - To enable the greeting to play for a specified time, Press **1** then enter the greeting expiration date
 - To enable the greeting to play indefinitely Press **#**
 - Press **2** to use the standard system greeting
 - Press **3** to Enable/Disable the greeting
 - Press ***** to Cancel or back up
 - Press **0** for Help

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