

## Call/Interview Handler Greeting Recording Instructions

Dial the voicemail access number –

You'll hear the default greeting play.

Press \* - This will allow to the caller to login

When prompted to enter your ID followed by # (ID is the 10-digit number)

When prompted enter your PIN/passcode followed by # (use default 10-digit PIN)

Upon initial setup, the user will have to change the PIN/passcode. Once PIN is changed the user will be logged in to the voicemail box.

Press 4 to setup options.

Press 1 to change greetings

Press 1 to re-record the standard greeting