# Voicemail Greeting

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You greeting is what callers hear when they reach your voicemail.

1. Press the Message button.

2. Press **2** (for VMS:2).

3. Enter your 4-digit voicemail password (the default password is "1234"). If you are a new user, be sure to change the default password .

4. From the Main Menu , press **2** to set your voicemail greeting.

   - Press **1** to listen to your current greeting.

   - Press **2** and then follow the prompts to record a new greeting.

   - Press **3** to delete your current greeting.

   - Press # to return to the Main Menu.