

# Changing Phone Message Options

## “ Purpose

This guide walks through changing different phone message options.

## Step-by-Step Instructions

1. Click the envelope icon located to the left of your keypad,



2. Click the "Connect" option from the interface buttons located above the keypad.



### 3. The phone will call your voicemail, and prompt for your password.

1. This password is usually your 4-digit employee ID.
2. If you are having trouble accessing your voicemail submit an [IT Service Desk Ticket](#).

Once you have logged in, you can follow the voice prompts and use any of the options below to manage your phone message options:

**\*:** Play Messages

- 1:** Change Profile Status
- 3:** Dial a Number
- 4:** Delete all read messages
- 5:** Change Identification Message
- 6:** Mailbox Information
- 7:** Change your Voicemail Password
- 8:** Change your Greeting Message
- 9:** Repeat Prompt
- #:** Exit

## Additional Notes & FAQ



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