

Egg Harbor Twp. Schools Call Express

Voice Mail Greeting

To change your Voice Mail Greeting:

1. From your phone, hit: the VOICE MAIL BUTTON Or Dial 1999.

From another phone, hit: VOICE MAIL or dial 1999, listen for the menu to begin then, hit STAR then POUND.

2. After logging into the Call Express phone system, perform the following steps:

3. Press 513 to get to the mailbox greetings menu.

4. Press 2 to change your regular greeting or press 3 to change your vacation greeting

5. Press 4 to delete current greeting.

6. Press 2 to start recording.

7. Speak greeting.

8. Press 2 to stop recording.

9. Press 6 to listen to your greeting.

10. Press 5 to save your greeting.

