

Inter-tel or Mitel Change Personal Mailbox Greeting

1. Press **Voicemail** or press Flashing **Message Light** (Wait for voice mail to answer) and #.
2. Press the * key (until you hear, "please enter your mailbox number").
3. Enter **Mailbox Number**.
4. Enter **Password** and #.
5. Press **4** for personal options.
6. Press **1** to for your personal greeting.
7. Press **1** for primary greeting (system will play the current recording).
8. Press **3** to Erase the current greeting and re-record a new greeting.
9. Sample greeting: Hello, you've reached _____ at extension _____. I am unavailable to take your call. Please leave a message and I will return your call promptly or you may press 0 at any time to return to our administrator. Thank you and have a great day.
10. Press # key to stop recording.
11. Press **1** to listen or **3** to erase and re-record.
12. Press the # key before hanging up to confirm recording. **You must hear "Greeting Saved"**.
13. Press **2** to change name in mailbox (system plays the name).
14. Press **3** to erase and re-record the name15.Record the **new name** and press # key.
16. Press **1** to replay, **3** to erase and re-record or the # key to save. **"You must hear "Greeting Saved"**.
17. Press **3** to change your password.
18. Enter your **new** password plus # (system tells you the numbers you entered).
19. Press # to accept.