

# How to Change Your Voicemail Greeting

See Also: [How to Listen to Your Voicemail Messages](#)

## How to Record Your Greeting:

1. From any phone dial 585.530.3030 to connect to CallPilot.
2. Enter your mailbox number (your 5-digit extension) and password.

*You're voicemail messages (if any) will begin to play.*

3. From the main menu **PRESS 8** to exit out of message playback.

*Wait a few moments until you hear "your choices are..."*

4. **PRESS 2** to enter the greeting menu.

*In most cases you do not need to record an internal greeting.*

5. **PRESS 1** to record your external greeting.

6. **PRESS 5** to begin recording and **PRESS #** to stop.

### Options after you record a message:

[2]: Review the Recording

[7][6]: Delete the Recording

[5]: Record Again

## How to Record Your Name:

1. From any phone dial 585.530.3030 to connect to CallPilot.
2. Enter your mailbox number (your 5-digit extension) and password.

*You're voicemail messages (if any) will begin to play.*

3. From the main menu **PRESS 8** to exit out of message playback.

*Wait a few moments until you hear "your choices are..."*

4. **PRESS 2** to enter the greeting menu.

5. **PRESS 9** to enter the personal verification menu.

6. **PRESS 5** to begin recording and **PRESS #** to stop.



Say your FIRST and LAST NAME

**Options after you record a message:**

[2]: Review the Recording

[7][6]: Delete the Recording

[5]: Record Again