



Updating Voicemail for Starbridge June 2016

Please set up your voice mail greeting as follows:

"Hi. You have reached (your name) with Starbridge. I am unavailable to answer your call at this time. Please leave a message. If you need immediate assistance, please press 0 for the receptionist."

Directions for changing voice mail greetings:

- Lift the handset and press the VM button on your phone
- When prompted, enter mailbox number
- When prompted, enter password
- Select 4 (mailbox options)
- Select 1 (record greetings)
- Select 1 to record personal greeting – follow the prompts to review or re-record your greeting - follow the prompts to save it
- Select 2 to record busy greeting – follow the prompts to review or re-record your greeting - follow the prompts to save it
- Select 3 to record unavailable greeting – follow the prompts to review or re-record your greeting - follow the prompts to save it