## Voicemail to Email Mailbox Setup

Your IP Voicemail to Email Mailbox allows your callers to leave a message for you whenever you can't answer the phone.

There are three greeting options that you can use.

- Personal:           Your recorded message + Beep
- Recorded Name:   You have reached <Your recorded name>. Please leave a message + Beep
- Standard:           The person you are trying to reach is not available. Please leave a message + Beep

To configure any of these, dial **\*98** from the number which has the Voicemail to Email Mailbox active.
Once connected use the following sequence…

Press **3** for **Personal Options** then …

Press **3** again for **Greetings** then you have the choice of…

> **1** for an Extended Absence Greeting or
>
> **2** for a Personal Greeting or
>
> **3** for your Recorded Name

Press **2** for a **Personal Greeting** and you then have the choice of…

> **1** for the Standard Greeting as noted above or
>
> **2** for a Personal Greeting

Press 2 again and follow the prompts to start recording your **Personal Greeting**.

When finished simply hang up.

## Pre-recorded Greeting

You can also use a pre-recorded greeting by emailing it to the address below.

## Additional Support

For additional support or to change the email address used by the service call our support team on 1300 666 765 or email support@talkingbusiness.com.au with the details of your enquiry.