



“The Home for all your Phone and Low Voltage Needs”

Toshiba Instructions: Recording Company Main Greetings on Statagy Voicemail System

Note: Mailbox 990 is the main intro greeting. Example: “Thank you for calling Twin City Telephone...”

1. Press voicemail button. When the main greeting answers, press *.
2. Enter 990 #, enter password 990 #
3. Press 3 to manage mailbox.
4. Press 1 to change mailbox greeting.
5. Press 1 to select greeting number and follow prompts.
6. Recording mailbox 991. Example, if you know the extension number of the person you’re trying to reach, you can dial it now, etc.
7. Press voicemail button when the main greeting answers, press *.
8. Enter 991 #, enter password 991 #.
9. Press 3 to manage mailbox.
10. Press 1 to change mailbox greeting
11. Press 1 to select greeting number
12. Follow prompts