CORVUM

Setting up Temporary Voicemail Greeting

Take note of your:

- **Extension number**
- **Mailbox Number**
- **PIN** (9999 by default)

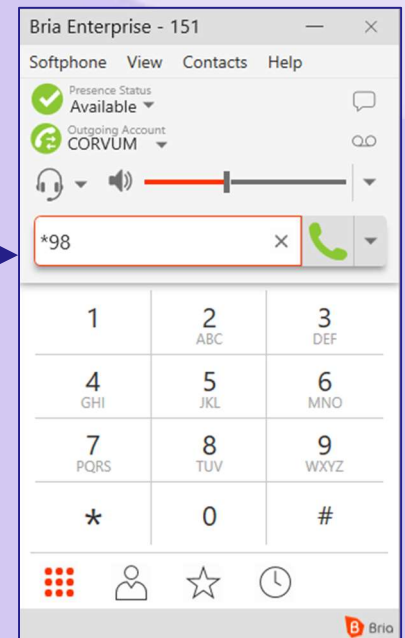If you are unsure, feel free to contact support@corvum.io

3 methods for setting up your voicemail greeting

1. From your Desk phone or Softphone, dial *98

*If you only have one mailbox, you will not need any additional information. Most users only have one mailbox.

If you have more than one mailbox, you will need:
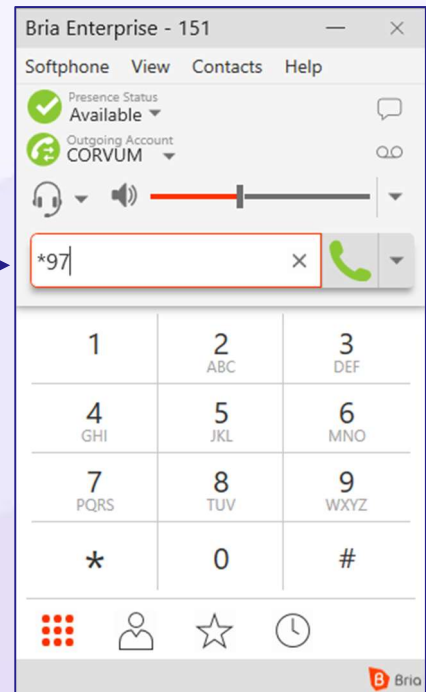
- **Mailbox Number**
- **PIN**

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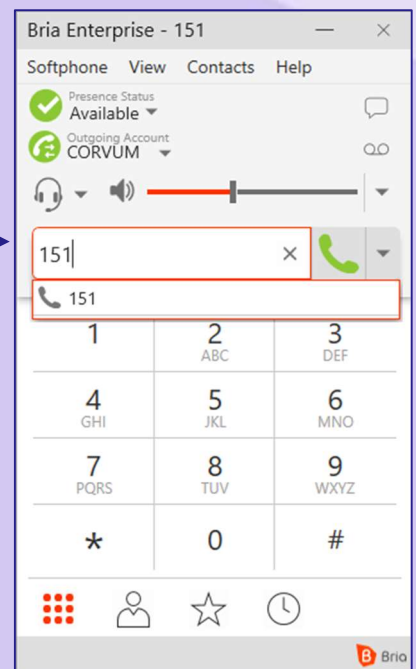**2. From another phone onsite, dial *97.**

Any user can set up voicemail greetings for the whole company from their own device.

You will need:

- **Mailbox number**
- **PIN**

3. From your Desk phone or Softphone, dial your own extension number.

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You will then hear the following prompt:

"You have X saved message(s)

To hear new messages, press 1

To hear your saved messages, press 2

To change your settings, press 5"

If you want to adjust your mailbox greeting, press 5

"To record your mailbox greeting, press 1

To record your name, press 2

To change your password, press 3

To record and use a temporary greeting, press 4

To remove your temporary greeting and return to your regular greeting, press 5

To return to the main menu, press 0"

Press 4 to set your temporary mailbox greeting, or 5 to remove an existing one

"At the tone, please say your temporary greeting then press any key or stop talking to end the recording

To save this recording press 1

To listen press 2

To re-record press 3"

Once you are happy with your greeting, press 1 to save.

Congrats! You are done!