

# CORVUM

## Setting up 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](mailto:support@corvum.io)

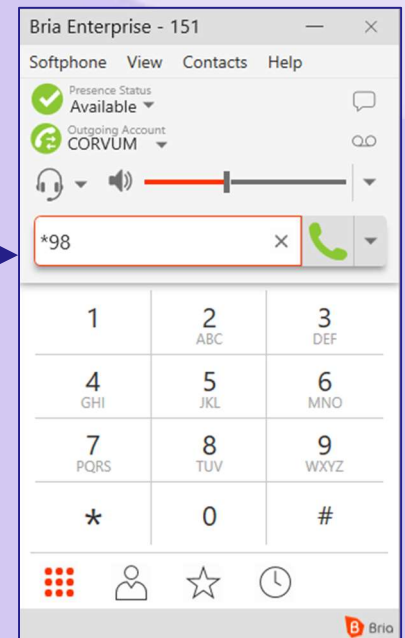
### 3 methods for setting up your voicemail greeting

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**



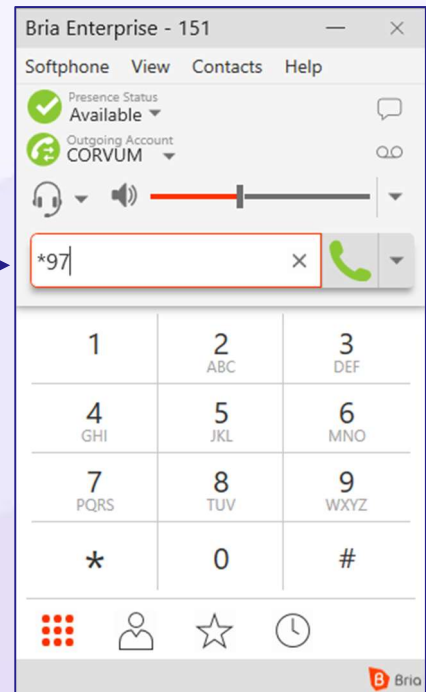
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2. From another phone onsite, dial \*97.

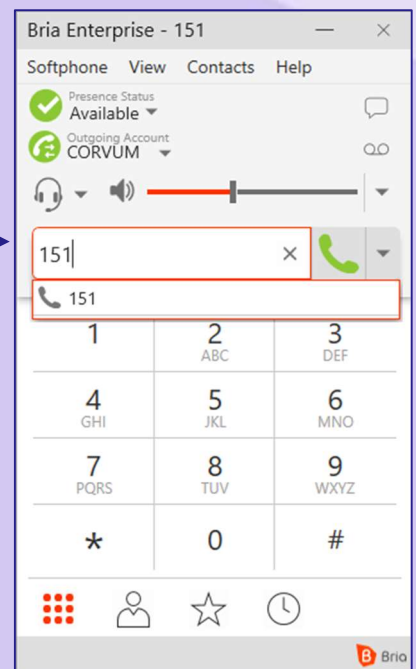
Any user can set up voicemail greetings for the whole company from their own device.

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 1 to set your regular mailbox greeting**

*“At the tone, please say your 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!