



SingleIPBX
Hosted Enterprise Solutions

**User Voice Mail & Auto Attendant
Greetings Setup Guide**

To Record, Change and Save your Personal Voice Mail Greeting, follow these instructions using your Polycom IP Phone:

- 1 Dial your Group Voice Portal Extension# (99, 999, or 9999), or the ‘Message’ button on your Polycom IP phone**
- 2 Enter your password (default set at “0000”), or follow prompts if not dialing from your Polycom IP Phone**
- 3 Change your Password (4 digits), (if placing first call to Voice Portal)**
- 4 Follow Prompts to record your personal greeting**

To Record, Change and Save your Group Auto Attendant Greeting, follow these instructions using any Polycom IP Phone, or any outside telephone (if enabled):

- 1 Dial Voice Portal Extension #, or the ‘Messages’ button on your Polycom IP phone**
- 2 Enter your Voice Portal Extension # when prompted for an Voice Mail extension.**
- 3 Enter Voice Portal Passcode: “0000” (system default)**
- 4 Follow system prompts to record or change your Auto Attendant Greeting options**

If you have a WAV file of a pre-recorded greeting you would like to become your standard greeting, send us the WAV file and we will load the file onto your User Profile.

*Single Source Customer Service
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