

How do I rerecord and activate my Alternate Voice Greeting?

1. Dial **extension 3565** if you are inside ECC or dial **973-877-3565** if you are outside ECC
2. Enter your ID which is **YOUR FOUR DIGIT EXTENSION** followed by the **# key**
3. When the system prompts you, enter your **PASSWORD** followed by the **# key**
4. **Press 4** for “Set-up Options”
5. **Press 1** for “Greeting Options”
6. **Press 2** to activate your “Alternate Greeting”
7. To **rerecord your Alternate Greeting** (perhaps to say that the college is closed or that you are out of the office), **press 1**