

Creating a personal greeting

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By default, the voicemail message will be a standard message, but users have the option to create and use a custom greeting for their voicemail inbox. This allows the user to provide a custom message for their callers.

Details for the configuration of voicemail functionality via the business portal can be found in the following guides:

[Company admin guide](#)

[End user guide](#)

On most handsets you also have the opportunity to record a personal greeting by navigating through a menu on the phone and speaking into the phone.

For information on how to access your voicemail inbox and set up a personalised greeting for voicemail, please refer to the manufacturer's guides.

The following article details where manufacturer's guides can be located:

[Manufacturer's guides](#)

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