

**Record your Cloud Voicemail message:**

- You will either want to record your extension voicemail or the day/night voicemail
- You will need the mailbox and password issued by the engineer:

Dial 801

Enter mailbox Number then press #

Dial your passcode (Normally 6377 then #

Select Option 4

Select Option 2 to start recording after the beep - Record and press # to save

Follow prompts for any further changes