How to Record a Voicemail Greeting
IP35/IP55 Training Series

The IP35 and IP55 desk phones are capable of saving different greetings to cover a variety of situations. The Alternate greeting replaces the phone’s system generated greeting and plays for all incoming call types. This greeting is ideal for most users.

Here’s how to set one up. Log in to your voicemail (Home State).

Press 8 and then 1 to access the Personal Greetings menu.

The system voice will tell you whether or not the Alternate Greeting is activated. If it's not, press 3 to activate it.

With that set, press 1 to begin recording.
When you're done, press * followed by the # sign; your message will be played back so you can hear how you sounded.

Keep in mind that you can repeat these steps until you're satisfied with your recording.