

Directions to record a personal voice mail message on the new ShoreTel phone system:

Hit black **VOICEMAIL** button on the right side panel

Hit **CALL VM** button underneath the words on the display screen

Robo voice will begin speaking to you

"Enter your password followed by #"

Next, follow the robo voice prompts

"To change mailbox options press 7"

"To record a personal greeting press 1"

Sample voice mail messages:

Be sure to think about what people may be calling you for and give them all the information they may need in your recorded voice message ...

Hello, this is Nancy Sayre. I'm sorry I missed your call, but if you leave me a message, I will call you back just as soon as possible. You can reach me by email as well – my address is nsayre@maumeek12.org.

Hello, this is Nancy Sayre. I am either on the phone or out of the office, but if you leave me a message I will get back to you just as soon as I can. If you are a member of the media and on a deadline, please call my cell phone – 419-290-8195.