

**TOSHIBA**

**TELELINK**  
COMMUNICATIONS INC.

## Toshiba Quick Start Guide

### Changing the Main Greeting Or General Mailbox Greeting



Telelink Communications, Inc.  
397 Herndon Parkway, Suite 100  
Herndon, VA 20170 (703) 674-5959

For additional information, visit our website  
[www.TelelinkCom.com](http://www.TelelinkCom.com)

# Voicemail

## Changing MAIN Greeting (Day/Night)

- Dial **400** or call your company's main telephone number. When the system answers press # then \*.
- The system will prompt you to enter your User ID followed by #. (**NOTE: Depending on your system type, your main greeting will be in MB 990 or MB 991.**)
- The system will prompt you to enter your security code followed by # (your security code will be the same as your User ID, possibly with 997 at the end.)
- Select **Option 3 - Manage your mailbox** (or select the **MGMT** prompt on your LCD).
- Select Option 1 - Change your greeting.
- Next you will be prompted to select a greeting number. (NOTE: if you are not sure, below are the STANDARD greeting numbers. The system will allow you listen to the greeting selected prior to re-recording).
- **Greeting 1 Day**
- **Greeting 2 Night**
- **Greeting 3 Holiday**
- **Greeting 4 Bad Weather**
- When you are certain you have selected the greeting number you wish to change, Press 2 to record your greeting and follow tutorial.
- Press 9 to save.
- **IMPORTANT:** The last greeting accessed will play to callers. So if you re-record your night greeting during the day, be sure to go back through and review your DAY greeting before existing programming so that it plays for your customers.

## Changing the GENERAL MAILBOX greeting:

- From inside the office, dial **400**. From outside the office, dial the main telephone number. When the system answers press # followed by \*.
- The system will prompt you to enter your User ID.
- Enter your General Mailbox number followed by #
- The system will prompt you to enter your security code followed by #.
- Take option 3 to **Manage your mailbox** (or select the **MGMT** prompt on your LCD.)
- Select Option 1—Change your greeting.
- Next you will be prompted to select a greeting number. Typically you will use Greeting #1.
- Follow the tutorial to review the current greeting, then when certain you have accessed the desired greeting number, Press 2 to record your greeting and follow tutorial.
- Press 9 to save.

## NOTES:

---

---

---

---

---

---

---

---

---

---

---

---