

## Changing Menu Prompt Recordings

### From IP230 / IP420

1. Press **Voicemail**
2. Press **#**
3. Enter extension of menu
4. Enter menu password followed by **#**
5. Choose which prompt you wish record:
  - a. Press **1** for On Hours
  - b. Press **2** for Off Hours
  - c. Press **3** for Holiday
  - d. Press **4** for Custom
6. Say the recording after the tone. When you're finished, press **#**
7. Choose what to do with the recording:
  - a. Press **1** to Replay
  - b. Press **2** to re-record (and follow from step 6)
  - c. Press **#** to save
8. **Hang up**

### From IP480 / IP485

1. Press **Voicemail**
2. Press **Call VM soft key**
3. Press **#**
4. Enter extension of menu
5. Enter menu password followed by **#**
6. Choose which prompt you wish record:
  - a. Press **1** for On Hours
  - b. Press **2** for Off Hours
  - c. Press **3** for Holiday
  - d. Press **4** for Custom
7. Say the recording after the tone. When you're finished, press **#**
8. Choose what to do with the recording:
  - a. Press **1** to Replay
  - b. Press **2** to re-record (and follow from step 6)
  - c. Press **#** to save
9. **Hang up**