

# CloudPBX Voicemail - Setup Physical Phone

It is important to setup your voicemail for things to function properly. There are two recordings you must do.

1	<p><b>Record your name (e.g., "Joe Smith"):</b></p> <ol style="list-style-type: none"><li>i. Press the envelope key</li><li>ii. Enter pin.</li><li>iii. Then # key</li><li>iv. Press "9" for options</li><li>v. Press "5" for self-ID message</li><li>vi. Press "0" for new</li><li>vii. Say your name</li><li>viii. Press "0" to save.</li></ol> <p>The next step is to record your greeting message.</p>
2	<p><b>Record your greeting message.</b></p> <ol style="list-style-type: none"><li>i. Press the envelope key.</li><li>ii. Enter pin.</li><li>iii. Then # key.</li><li>iv. Press "9" for options.</li><li>v. Press "8" for greeting message.</li><li>vi. Press "0" for new greeting.</li><li>vii. Say new greeting.</li><li>viii. Press "0" to save.</li></ol>

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