

Braxton County Schools



Changing Your Phone Greetings

Press the Messages Button on the Phone- it has an envelope on it.

Enter Pin followed by #

Select 4 for set-up options

Greeting-1(message for when you are away from your desk) There are several options here. Go through them all and change them.

Message Settings – 1 Message Notifications-really not used that often

Preferences- 3 (This is where you change your name and your pin.)

Pin- Select 1

Recorded Name- Select 2

