VoiceNEXT

How to Record Your General Voicemail Box Greeting

You will receive prompts, instructions, and other options if applicable, for each of the steps below:

1. Dial *124

2. Press Send

3. Dial mailbox number

4. Dial password

5. Press 0 for mailbox options

6. Press 1 to record greeting followed by the # key

7. Press 1 to accept your recording or Press 2 to listen to your recording

    If no personal greeting is recorded, the default greeting will be played.

    For example:

    "The person at extension XXX is unavailable. Please leave your message after the prompt…"

    If you have any questions, please call us at: (732) 653-5000 and choose option 2 for technical support.