How to setup or change voicemail.

 The first time you set your voicemail up, you will be prompted to enter just you name.  After the initial setup, go back into your Voicemail and enter your password.

Then Press 1 for Voice Mailbox.

Press 3 to change No Answer Greeting

Press 1 to record greeting.

This will allow you to setup a full recording.  This is the only recording you will need to setup.