

How To Set Up Voicemail Greeting on Poly Phone

1. Access the voicemail settings on your phone dial *86
2. Choose the option to configure the voicemail greeting.
3. Select one of the following options:
 - Default: Use the default audio greeting.
 - Add new greeting: Choose to add a custom audio greeting.
4. If adding a new greeting, you can select the language and add the audio greeting by:
 - Using text-to-speech (up to 3000 characters).
 - Uploading an audio file in MP3 or WAV format (up to 10 MB).
 - Recording a message directly on your computer (up to 4 minutes).
5. Save your changes to apply the new greeting.

Your individual voicemail will not have any effect on the main greeting.

For future ZOOM questions and support please use the support link below, it's really good.

[Official Zoom Support | Help Center](#)