Accessing AVST/NEC Voice Mail System Remotely to Record a New Greeting

From An External Phone

Dial your desk phone number (ex: 240-567-xxxx) and press the * key when you hear your greeting. You will then be prompted to enter your security code.

Press 8 for User Options

Press 1 for Personal Options

Press 3 to record a Personal Greeting

Press 2 to record a Standard Greeting

The system will play your current recording.

Press 2 to make a new recording. *You will be prompted to start recording **press 2**, to stop recording **press 2** again.*

Press 5 to save the message*.* You will also be given the options to **Press 6** to review the message. To discard your message and re-record, **Press 4**.

When you **Press 5** to save the message, you will hear "The message has been saved". You can hang up the phone to disconnect.

For additional assistance or support, please contact the IT Service Desk 240-567-7222 or
ITServiceDesk@montgomerycollege.edu