

# How to create a call handling rule to send calls to specific voice mail greeting

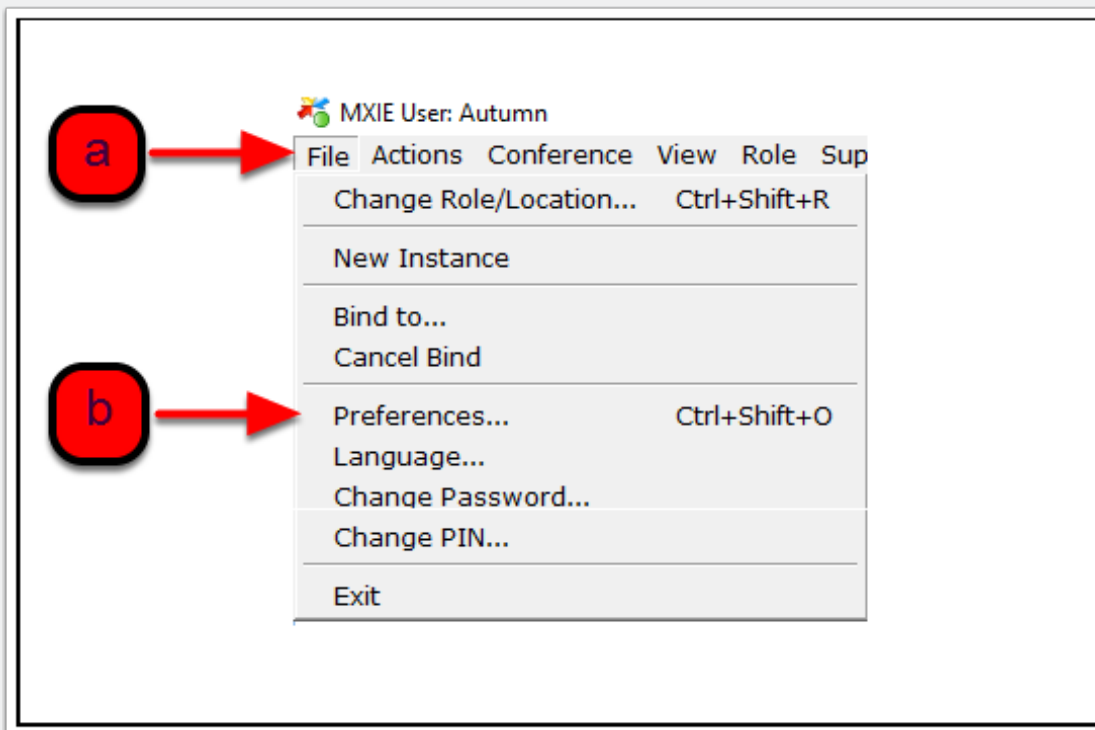
## Step 1

Record the voice mail

## Step 2

a.) File

b.) Preferences

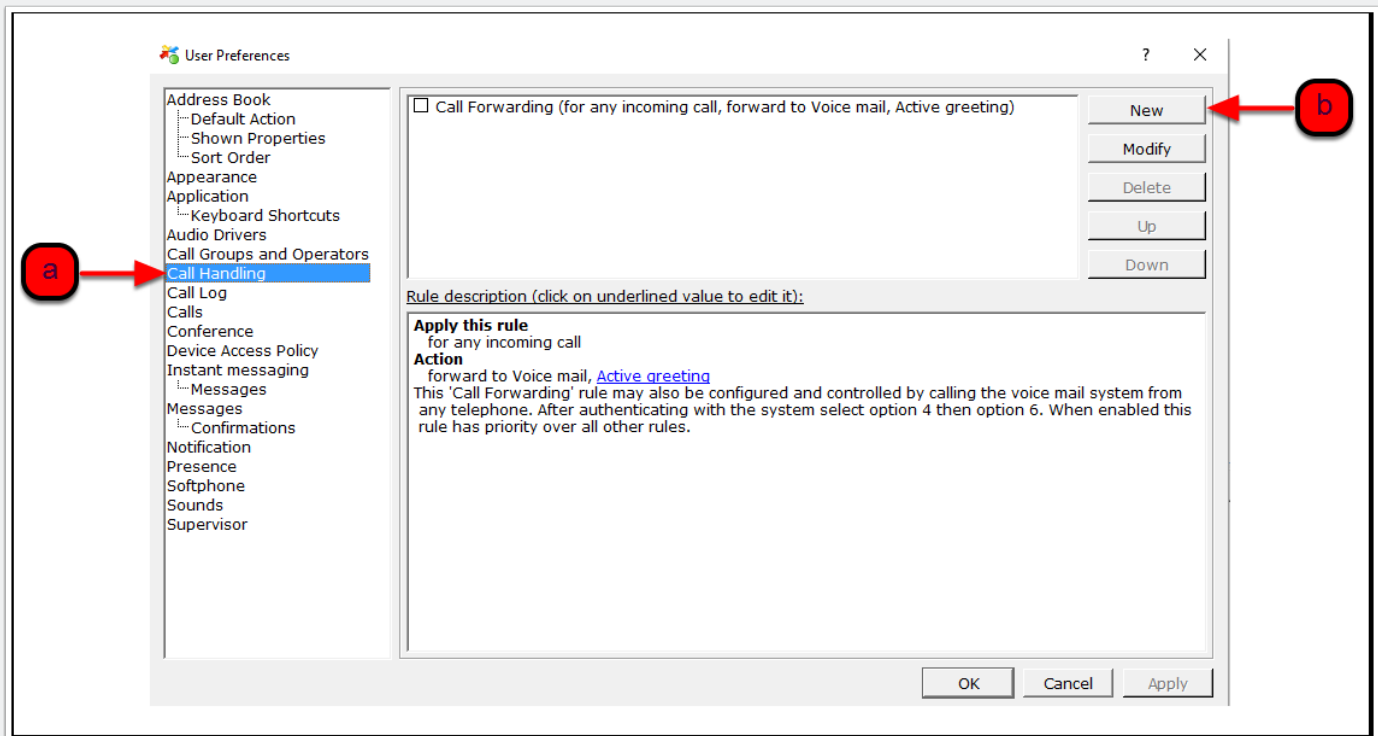


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## Step 3

a.) Call Handling

b.) New



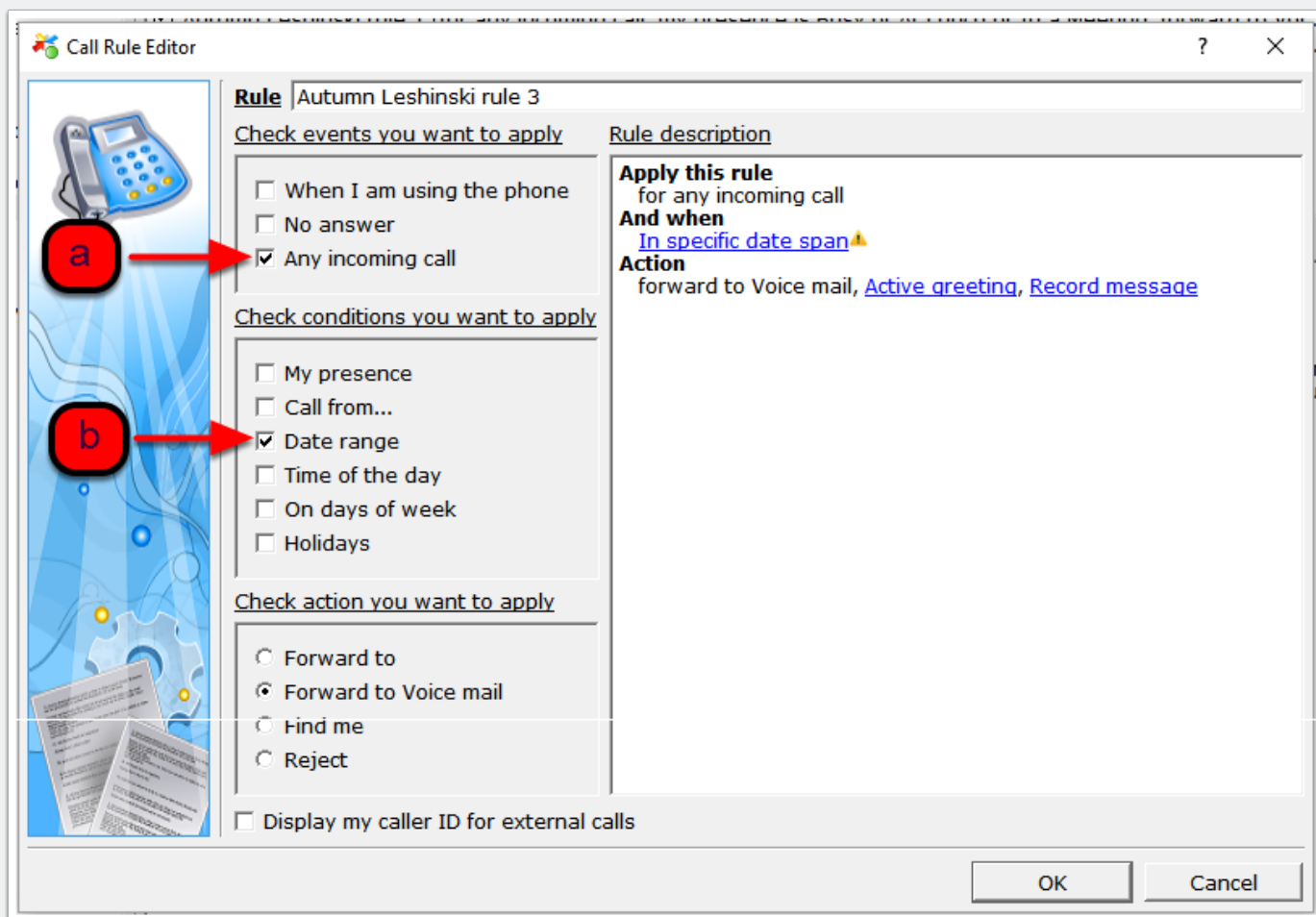
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## Step 4

Check the following boxes:

a.) Any incoming call

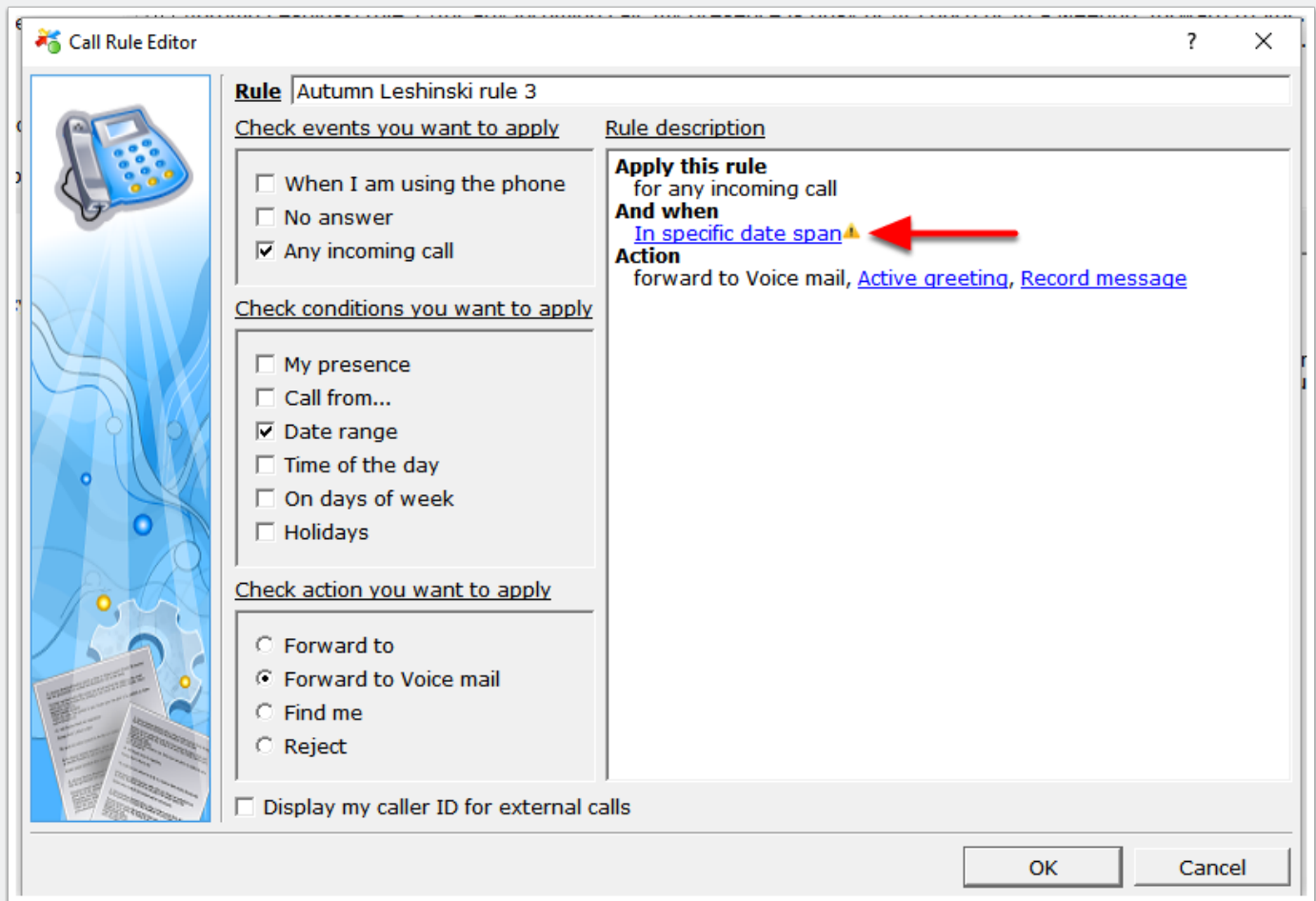
b.) Date range



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## Step 5

Select In specific date span

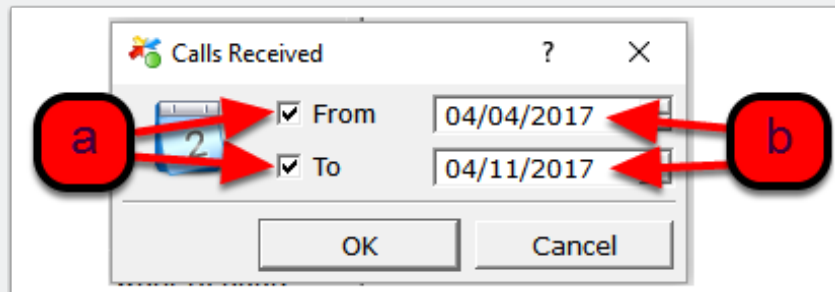


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## Step 6

a.) Check off From & To

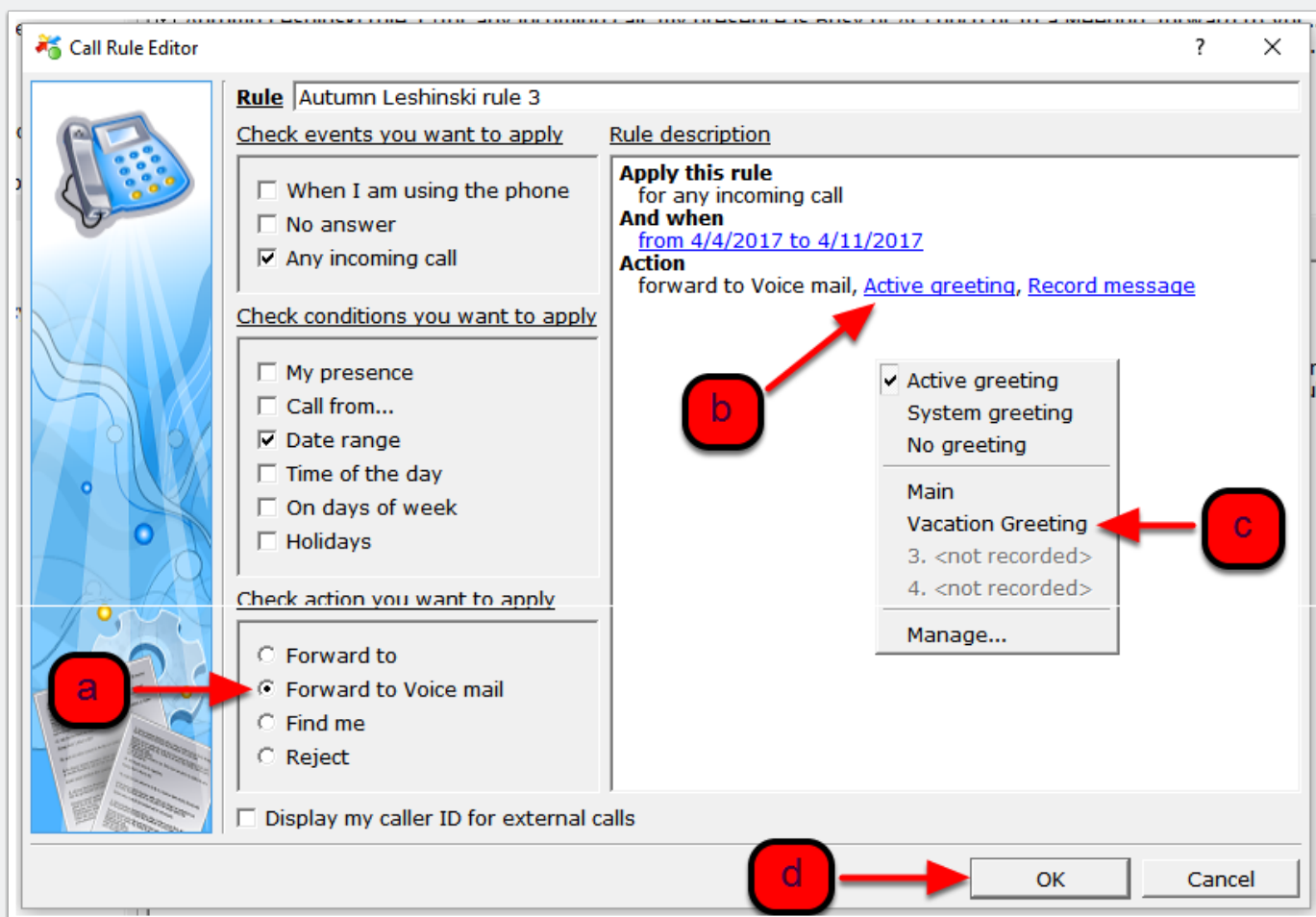
b.) Enter the dates



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## Step 7

- a.) Make sure forward to voice mail is selected
- b.) Select Active greeting
- c.) Select the greeting
- d.) Click on Ok



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## Step 8

Select apply and ok

