Recording Greetings

Callers from outside your organization hear your external greeting; callers within your organization hear your internal greeting. All callers hear your temporary absence greeting if you record one.

**To record your greeting**


   If you want to hear the current greeting, press [2].


4. Press [#] to end the recording.

5. When you have finished recording, you can play the greeting, rerecord it, delete it, set the expiry date for a temporary greeting, or exit.

   * To play the greeting you recorded, press [2].

“For your external greeting, press 1. For your internal greeting, press 2. For your temporary greeting, press 3.”

The current greeting plays.

“Recording begins.”

“Recording stopped.”

“To play the greeting, press 2. To rerecord it, press 3. To set the expiry date, press 9. To exit, press 4.” (Expiry date is for temporary greetings only)

The new greeting plays.