

Recording Greetings

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Recording external, internal, and temporary

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

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| <p>1. While logged in to Voice Messaging, press [8] [2].</p> <p>2. Press [1] for external greeting, [2] for internal greeting, or [3] for temporary greeting.</p> <p>If you want to hear the current greeting, press [2].</p> <p>3. Press [5] to record. Wait for the tone before you start to speak.</p> <p>4. Press [#] to end the recording.</p> <p>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.</p> <p>◆ To play the greeting you recorded, press [2].</p> | <p><i>"For your external greeting, press 1. For your internal greeting, press 2. For your temporary greeting, press 3."</i></p> <p><i>The current greeting plays.</i></p> <p><i>Recording begins.</i></p> <p><i>"Recording stopped."</i></p> <p><i>"To play the greeting, press 2. To rerecord it, press 5. To set the expiry date, press 9. To exit, press 4." (Expiry date is for temporary greetings only.)</i></p> <p><i>The new greeting plays.</i></p> |
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