

Recording an Alternative Greeting

1. Press the messages button on the phone.
2. Put in your password.
3. Take option 4 for set-up options.
4. Take option 1 for greetings.
5. The system will say which greeting is your current greeting (this should be the standard greeting).
6. The system will then repeat your current greeting (whichever one it is).
7. Take option 3 to edit your greetings.
8. It will then give you the option of which greetings you can change.
 - a. Standard 1. This is the regular normal daily greeting.
 - b. Closed 2. Plays message from 5:00 pm till 8:00 am.
 - c. Alternate 3. Plays message when out of office for length of time.
 - d. Busy 4. Plays this message if both lines busy.
 - e. Internal 5. Plays when you get internal calls only (extension to extension).
9. Press 3 to change the alternative greeting.
10. The system will repeat the current alternate greeting.
11. To rerecord the greeting, press 1.
12. After recording, press the # sign.
13. The system will repeat your recorded message.
14. To activate the message at this time, press 3.

If you record your alternate greeting ahead of time, you will not want to activate it until ready to use. In that case, do the following:

1. Record your alternate greeting by taking the steps above.
2. Do not do step 14 to activate the greeting.
3. When ready to use the alternate greeting, take steps 1 thru 6.
4. Then take option 2 to turn on your alternate greeting.

To turn off the alternate greeting and go back to the standard greeting

1. Take steps 1 thru 6.
2. Take option 2 to turn off the alternate greeting.

Note: Step 14 may say press a 2 or press 3. Depends on whether it is the first time thru the sequence or subsequent time thru.