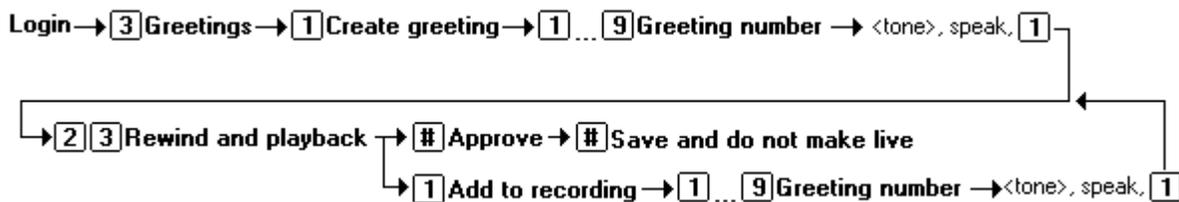


Recording a Greeting

You can record a library of up to 9 greetings that can be used as either a temporary greeting or as personal greetings applied to specific call types. The greetings are heard by callers when they are directed to your voicemail.

At any time you can [listen to a greeting message](#) and [re-record it](#).

- A greeting must be longer than 3 seconds. The maximum length of a greeting is 120 seconds by default. Your system administrator will be able to tell you if the system defaults have been changed.
- If you record a greeting, you can choose to not assign the greeting until you need it. This is useful if, for example, you record a greeting message for the times when you are on vacation or away on business.



To record or re-record a personal greeting:

1. Log in to your mailbox.
2. Press **3** to select personal greetings. If you have selected any call types, you hear an announcement that lists the call types and the greeting assigned to that call type. For example you would hear *"For internal calls greeting 1 active"*.
 - If the temporary greeting is active you hear an announcement that details the number of days that the temporary greeting is active for. Press **1** to deactivate the temporary greeting.
3. Press **1** to create or change a greeting.
4. Enter the number of the greeting (1 to 9) that you want to create or change.
5. Start speaking your greeting at the tone.
6. When you have finished press 1 to edit your greeting.
7. Press **2 3** to play back the greeting that you have just recorded.
8. Press **#** to confirm the recording. The number of the greeting that has just been recorded is announced.
 - If you want to add to the recording, press **1**. Start speaking the extra words, press **1** when finished.
9. Press **#** to save the recording and not make active.

The new greeting can be assigned to a call type by:

- [Selecting the call type and then assigning the greeting.](#)
- [Selecting the greeting and assigning the greeting to a type of call.](#)

- [You can also use a greeting as a temporary greeting.](#)