Recording a Greeting

Do not use Handsfree to record your company Greetings.
Speak directly into the phone handset.

To record a company Greeting

```
Log:
QUIT    RETRY    OK
```
1 Press ⓔ ⑨ ⑧ ③ .
Enter the System Administrator Mailbox number and password,
and then press OK.

```
Admin
MBOX    AA    OTHR
```
2 Press AA.

```
Auto Atdt Admin
GRTG  TABLE  LINES
```
3 Press GRTG.

```
Greeting admin
GRTG          AA
```
4 Press GRTG.

```
Greeting:
RETRY         OK
```
5 Enter the number of the Greeting you want to record (from 1 to 40)
and press OK.

```
Greeting <X>
RETRY  PLAY   REC
```
6 Press REC. At the tone, record your greeting.
Do not hang up the handset when you are finished recording.

```
Record greeting:
RETRY         OK
```
7 Press OK to end your recording.

```
Accept greeting?
RETRY  PLAY   OK
```
8 To listen to the greeting, press PLAY
or
to accept the recording, press OK
or
to re-record the greeting, press RETRY.

Repeat steps 5 through 9 if you want to record another greeting.

9 Press 📞 to end the session.