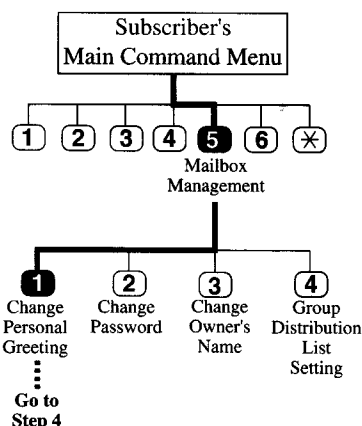


Recording Personal Greetings



After reaching your mailbox, callers hear your personal greeting message(s). You are able to record three kinds of personal greetings: No Answer Greeting, Busy Greeting, and After Hours Greeting.

The VPS plays the appropriate message for each call.



- 1 Log in to your mailbox to access the Main Command Menu.
- 2 Press **[5]** for Mailbox Management.

*To change the personal greeting, Press [1].
To change the password, Press [2].
To change the owner's name, Press [3].
To set the Group Distribution List, Press [4].*

- 3 Press **[1]** to record a personal greeting.

*To change the No Answer Greeting, Press [1].
To change the Busy Signal Greeting, Press [2].
To change the After Hours Greeting, Press [3].*

- 4 To record a greeting for the first time, go to Step 5.
To change or erase a greeting, go to Step 6.
- 5 To record a greeting for the first time:
 - a Press **[1]**, **[2]**, or **[3]**.