

Record a personal greeting

If you have a Call Processor associated with your phone (for example to handle "press zero to transfer to my mobile"), the normal instructions for recording a greeting will appear to work, but the recorded message will not actually be used. So, if you don't know whether you have a call processor, start with the instructions for a phone with call processor:

For a phone with Call Processor:

- 1) Call 26800 (or from an external phone, call 8302 6800, press #, and enter your mailbox number)
- 2) Enter your security code
- 3) Press 3 for Phone Manager
- 4) Press 1 for Personal Options
- 5) Press 6 for Announcement For Mailbox You Sponsor
- 6) Add 50000 to your phone number, and enter the resulting number. (For example, if your extension is 23158, enter 73158).

If steps 5 or 6 fail with a message indicating that you don't have a sponsored mailbox, hang up and follow the procedure below for a phone without a call processor.

- 7) Press 2 for New Greeting
- 8) Press 2 to start recording, dictate your greeting, and press 2 again
- 9) Press 5 to save the new message.

For a phone without Call Processor:

- 1) Call 26800 (or from an external phone, call 8302 6800, press #, and enter your mailbox number)
- 2) Enter your security code
- 3) Press 3 for Phone Manager
- 4) Press 1 for Personal Options
- 5) Press 3 for Record a Personal Greeting
- 6) Press 2 for New Greeting
- 7) Press 2 to start recording, dictate your greeting, and press 2 again
- 8) Press 5 to save the new message.