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RECORDING YOUR PERSONAL GREETING

1. PRESS THE PROGRAM BUTTON.
2. PRESS 1.
3. PRESS THE # KEY.
4. HERE YOU WILL CHOOSE THE GREETING YOU ARE WANTING TO RE-RECORD. THERE ARE THREE OPTIONS. TYPICALLY, YOU WILL HAVE ONLY YOUR GREETING "1" RECORDED. AFTER CHOOSING YOUR GREETING NUMBER, HIT THE # KEY.
5. CHOOSE OPTION 1 TO RECORD YOUR GREETING.
6. CHOOSE OPTION 2 TO DELETE YOUR GREETING.
7. CHOOSE OPTION 3 TO HEAR YOUR GREETING.

RECORDING THE PERSONAL GREETING FOR ANOTHER USER FROM YOUR EXTENSION

1. PRESS THE PROGRAM BUTTON.
2. PRESS THE * KEY.
3. ENTER THE EXTENSION NUMBER FOR THE OTHER USER.
4. PRESS THE # KEY.
5. HERE YOU WILL CHOOSE THE GREETING YOU ARE WANTING TO RE-RECORD. THERE ARE THREE OPTIONS. TYPICALLY, YOU WILL HAVE ONLY YOUR GREETING "1" RECORDED. AFTER CHOOSING YOUR GREETING NUMBER, HIT THE # KEY.
6. CHOOSE OPTION 1 TO RECORD YOUR GREETING.
7. CHOOSE OPTION 2 TO DELETE YOUR GREETING.
8. CHOOSE OPTION 3 TO HEAR YOUR GREETING.