

# Quick Reference Guide

## Recording the Personal Mailbox Greeting

This guide will explain how to record your Personal Mailbox Greeting. Please do note that this is for **YOUR** personal voicemail, not your Automated Attendant or the Day/Night Mailbox

### Recording the greeting

By using the navigator keys:

1. Scroll left to "**Menu**".
2. Press the button to the left of "**Settings**".
3. Press the button to the left of "**Mailbox**".
4. Press the button to the right of "**Pers. Message**".
5. From here, press the button next to either "**Listen**" or "**Record**" to listen to your existing recording, or record a new one.
6. If you wish to record a new voice message, press "**Record**".
7. Record your new greeting. After you are finished, press "**Stop**". You have the option here to listen to the recording, or press "**OK**" to save it.

