Quick Reference Guide
How to record the General Mailbox greeting

The General Mailbox greeting on your Alcatel PABX is used as a greeting when your customers are sent to your mailbox. This guide will show you how to record the greeting your customers will hear.

Record your General Mailbox greeting

By using the navigator keys

1. Scroll left to "**Menu**"

2. Press button next to "**Operator**"

3. Enter your password. This will either be your Main Business Number, or "**help1954**"

4. Press button next to "**Expert**"

5. Scroll down to "**Voice Mail**"

6. Press button next to "**Voice mail**"

7. Scroll down to "**Gen. Mailbox**"

8. Press button next to "**Gen. Mailbox**"

9. From here, you can either listen to your mailbox greeting, or record a new one.

10. To record your greeting, press the "**Record**" button, and then press the "**Record**" button again when you are ready to speak. Press "**Stop**" to finish recording, and then "**OK**" to accept the recording.

11. After you are happy with your changes, press the "**C**" button 4 times to return to the main menu.

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