

## Manage Voice Mail Greetings



### Configuring voice mail

This section explains how to set your voice mail.

#### Managing personal greeting

You have the possibility to record up to 3 different greetings (e.g. for Absent or Vacation). Give each greeting the relevant name.

Depending on the system configuration a caller may or may not be able to leave a message (for the symbols see Chapter "Display symbols", page 4).

#### Office 5370 / 5370 (multi line display)

##### Menu



Press the *Menu* Foxkey.

##### Voice mail



Scroll to *Voice Mail* and press the *Select* Foxkey.

##### <Greeting>



##### Recording a greeting:

Select the greeting you want and press the *Record* Foxkey.  
→ Now record your personal greeting text.

##### Note:

You can improve the voice quality by recording the text through the handset.

##### <Greeting>



##### Listening to the greeting:

Select the greeting you want and press the *Listen* Foxkey.  
→ You can monitor your personal greeting text and re-record it if necessary.

##### <Greeting>



##### Selecting the greeting:

Select the greeting you want and confirm with the *Ok* Foxkey.  
→ The announcement last recorded is automatically activated.

**Note.** The greeting you last recorded will automatically become the active greeting  
Please make sure there is always a tick against one greeting so enabling the voice mail

**Note.** A 'Night' mail box is more often than not a personal greeting

Mainly controlled by the admin phone and or the first extension on the system

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#### Office 5360 / 5361 (single line display)

##### Menu



Press Foxmenu, then Foxkey *Menu*.

##### Voice mail



Scroll to *Voice Mail* and press the *Select* Foxkey.

##### Greetings



Scroll to *Greetings* and press the *Ok* Foxkey.

##### <Greeting>



#### Record the greeting:

Select the greeting you want and press Foxmenu > Foxkey *Record*.

→ Now record your personal greeting text.

#### Note:

Record your text through the handset.

##### <Greeting>



#### Playback the greeting:

Select the greeting you want and press Foxmenu > Foxkey *Play*.

→ You can monitor your personal greeting text and re-record it if necessary.

##### <Greeting>



#### Selecting the greeting:

Select the greeting you want and confirm with Foxmenu > Foxkey *Ok*.

→ The announcement last recorded is automatically activated.

**Note.** The greeting you last recorded will automatically become the active greeting  
Please make sure there is always a tick against one greeting so enabling the voice mail