


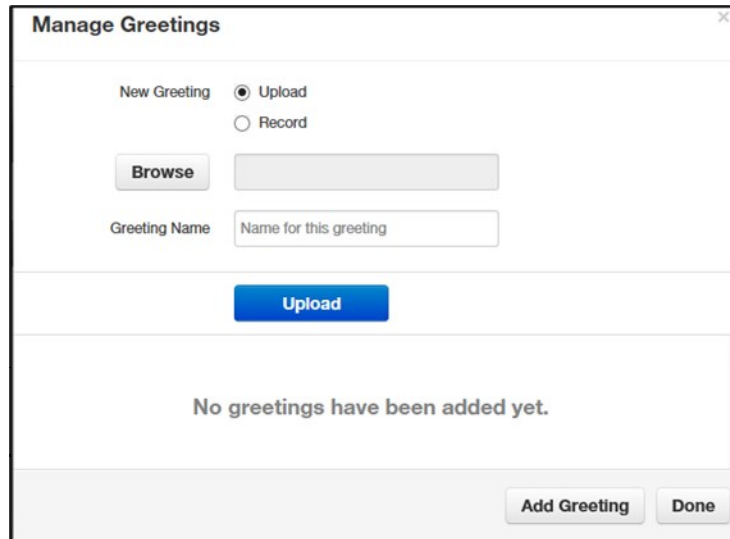
Hosted PBX by Golden West

Record a Greeting

To record a greeting:

1. From the **Settings** tab of the Messages page, click the speakers icon. 

A Manage Greetings page appears.

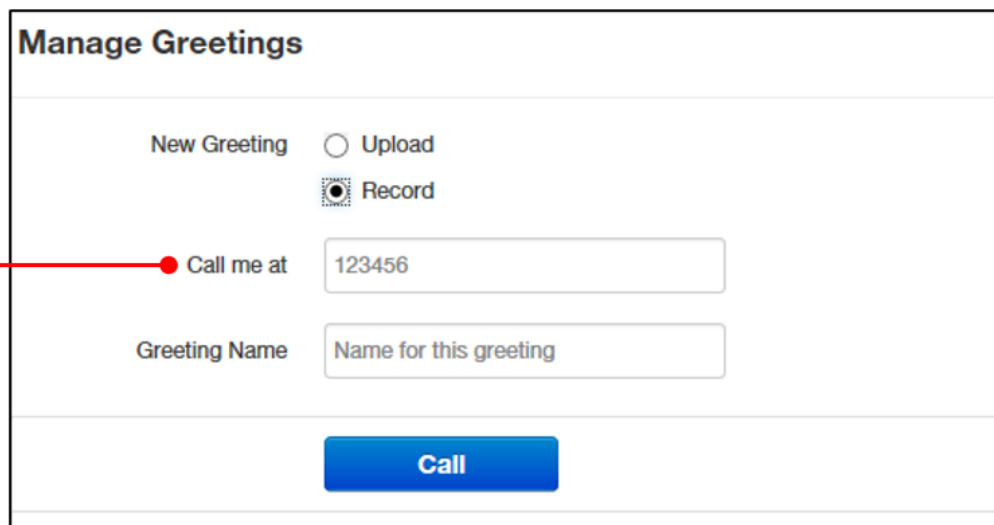


The screenshot shows a dialog box titled "Manage Greetings". At the top, there are two radio buttons: "Upload" (which is selected) and "Record". Below these is a "Browse" button next to a text input field. Underneath is a "Greeting Name" label followed by a text input field containing the placeholder text "Name for this greeting". A large blue "Upload" button is centered below the input fields. At the bottom right, there are two buttons: "Add Greeting" and "Done". The main area of the dialog contains the text "No greetings have been added yet."

2. Next to **New Greeting**, click **Record**.

*The **Browse** button changes to a **Call me at** field.*

**Call me at
field**



The screenshot shows the same "Manage Greetings" dialog box, but now the "Record" radio button is selected. The "Browse" button has been replaced by a "Call me at" label followed by a text input field containing the number "123456". The "Greeting Name" label and its input field remain. The large blue button is now labeled "Call".

3. In the **Call me at** field, enter a number to call. This can be an extension or a telephone number such as your cell phone.
4. In the **Greeting name** field, enter a name for this greeting.
5. Click the **Call** button.
6. At the prompt, record the new greeting. When you finish the greeting, press **#**.
7. Click **Add Greeting** at the bottom of the Manage Greetings page, and then click **Done** to close the page.