

## MULTIPLE PERSONAL GREETINGS

The AUDIX Voicemail System lets you record multiple greetings for certain situations or allows you to record for busy/no answer, internal/external and out of hours calls

1. The AUDIX system lets you have up to 3 greetings active at one time and up to 9 greetings recorded to use at other times. You might want to have a vacation greeting recorded and activate only when going away. Or you may have a greeting recorded to activate when you are away from the office for the day. These greeting can then be administered easily.

At the main menu go to level 3 to Administer Greetings  
Press 1 to Create or Change Personal Greeting  
Enter Greeting #  
Record Greeting  
Press #  
Do not activate at that time, simply hang up or press #

To activate a greeting:  
At the main menu go to level 3 to Administer Greetings  
Press 3 to Activate a Greeting  
Follow prompts to activate

Repeat when another greeting needs to be activated.  
Don't forget to change your greeting after returning from vacation etc.

2. Multiple greetings may be recorded to let the caller know if you are busy or not available. The system will recognize if you are busy or not available to answer and will play the appropriate greeting. Greeting may be recorded for internal and external callers. They system will recognize if the call is internal or external and play the appropriate greeting. An out of hours greeting may also be set. The out of hours time is set by the system and defaults to weekdays 8:30 AM to 4:30 PM. Unfortunately there is not a weekend setting.

Greetings may be set for busy, no answer calls or internal and external calls. Greetings may be set for out of ours calls.

When first logging into AUDIX go to level 3 Administer Greetings  
Press 4 to Administer Call Types  
Select busy/no answer, internal/external and/or out of hours  
Press # to finish

Will return to main menu  
Press 3 to Administer Greetings  
Press 1 to Create and Change Greeting  
Enter Greeting #1  
Record Greeting  
Follow prompts to activate greeting for appropriate setting  
  
Press 1 to Create and Change Greeting  
Enter Greeting #2  
Record Greeting

Follow prompts to activate greeting for appropriate settings

If out of hours setting is administered:

Press 1 to Create and Change Greeting

Enter Greeting #3

Record Greeting

Follow prompts to activate for out of hours.