



How do I record main greetings on my DX120 phone system?

Record Greetings in Voice Mail - Supervisor Options

From the Supervisor menu you can record greetings, check or listen to messages, and change options or passwords for all boxes.

To Access Supervisor Options:

1. Access your voicemail box
2. From main menu, press **6** for Supervisor Options

At this point, voice mail will walk you through changing what ever you need to change or check.

****See the Supervisor Guide for more detailed information & instructions****

Record Main Greetings

1. Go into the Supervisor Options as shown above
2. Press **2** for Routing Box Administration
3. Enter Box Number that you are changing / recording
(*Main Day Greeting is box 800, Main Night greeting is box 801*)
4. It will repeat the number you entered and prompt you to press **1** if it's correct.
5. Press **3** to Modify
6. Press **1** for Greetings
7. Press **2** to Record Greeting
8. Press **1** to replay current greeting or Press 2 to record greeting
9. Press ***** (star) for current greeting
10. Record greeting.