

1st Select (System Greeting) to the right

The screenshot shows the VOICE MAIL dashboard. At the top, there is a navigation bar with 'Home', 'Messages', 'Contacts', and 'Options'. The user's name 'Will Hopstetter' and phone number '(504) 274-1714' are displayed, along with links for 'My Account' and 'Logout'. Below the navigation bar, there are three main sections: 'Messages' (Manage your voicemails right from the web), 'Contacts' (Add your friends and colleagues), and 'Options' (Personalize the experience for you and your callers). On the right side, there is a summary box for 'Voicemail Messages' showing 1 new message in the inbox and 1 of 100 messages in the inbox. Below this, the 'Greeting' is set to 'System Greeting' and the 'Notifications' email is 'willh@razorlinecloud.com'.

2nd Select (Record) for name greeting and the voice greeting

The screenshot shows the 'Options' page for 'Greeting'. The user is prompted to 'Choose the Greeting Your Callers Will Hear'. There are three main options: 'System Greeting' (selected), 'Personalized Name Greeting', and 'Personalized Voice Greeting'. Each option has a 'Record' button. Below these, there is an 'Extended Absence Greeting' section with a 'Record' button and two checkboxes: 'Activate Extended Absence Greeting' and 'Callers can leave a message during Extended Absence'.

3rd Enter the desired call number to have the system call you so that you can record the proper greeting. Once the greeting has been recorded refresh the webpage and it will display the audio file.

The screenshot shows the 'Edit Personalized Name Greeting' dialog box. It has two tabs: 'Import a Sound' and 'Record Your Own'. The 'Record Your Own' tab is active, showing instructions to 'Record the Greeting Using the Phone' and to 'Enter a valid phone number where we will call you to start recording and then click Call Me. Applicable charges may apply.' A text input field contains '(555) 555-5555' and a 'Call Me' button is next to it. A 'Cancel' button is at the bottom.

4th Select which greeting you want your callers to hear Name Greeting or Voice Greeting then scroll to the bottom of the page and select (UPDATE)

Choose the Greeting Your Callers Will Hear

- System Greeting**
System greeting with your number played to your callers when they leave you a message
- Personalized Name Greeting**
Greeting with your name played to your callers when they leave you a message
- Personalized Voice Greeting**
Greeting recorded in your voice and played to your callers when they leave you a message

Choose the Greeting Your Callers Will Hear

- System Greeting**
System greeting with your number played to your callers when they leave you a message
- Personalized Name Greeting**
Greeting with your name played to your callers when they leave you a message
- Personalized Voice Greeting**
Greeting recorded in your voice and played to your callers when they leave you a message

Extended Absence Greeting

Greeting played to your callers if you will be away for some length of time

Activate Extended Absence Greeting

Callers can leave a message during Extended Absence

Busy Greeting

Greeting played to your callers only when your phone is busy

Activate Busy Greeting

Internal Greeting

Greeting played to any member of your Enterprise group.

Activate Internal Greeting

For Extended absence greeting follow the same steps as above and make sure to select the greeting as well as update the page on the bottom.