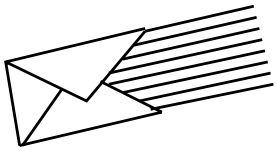
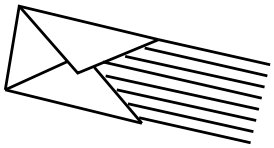
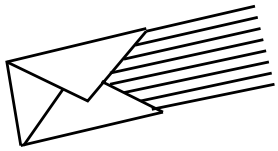




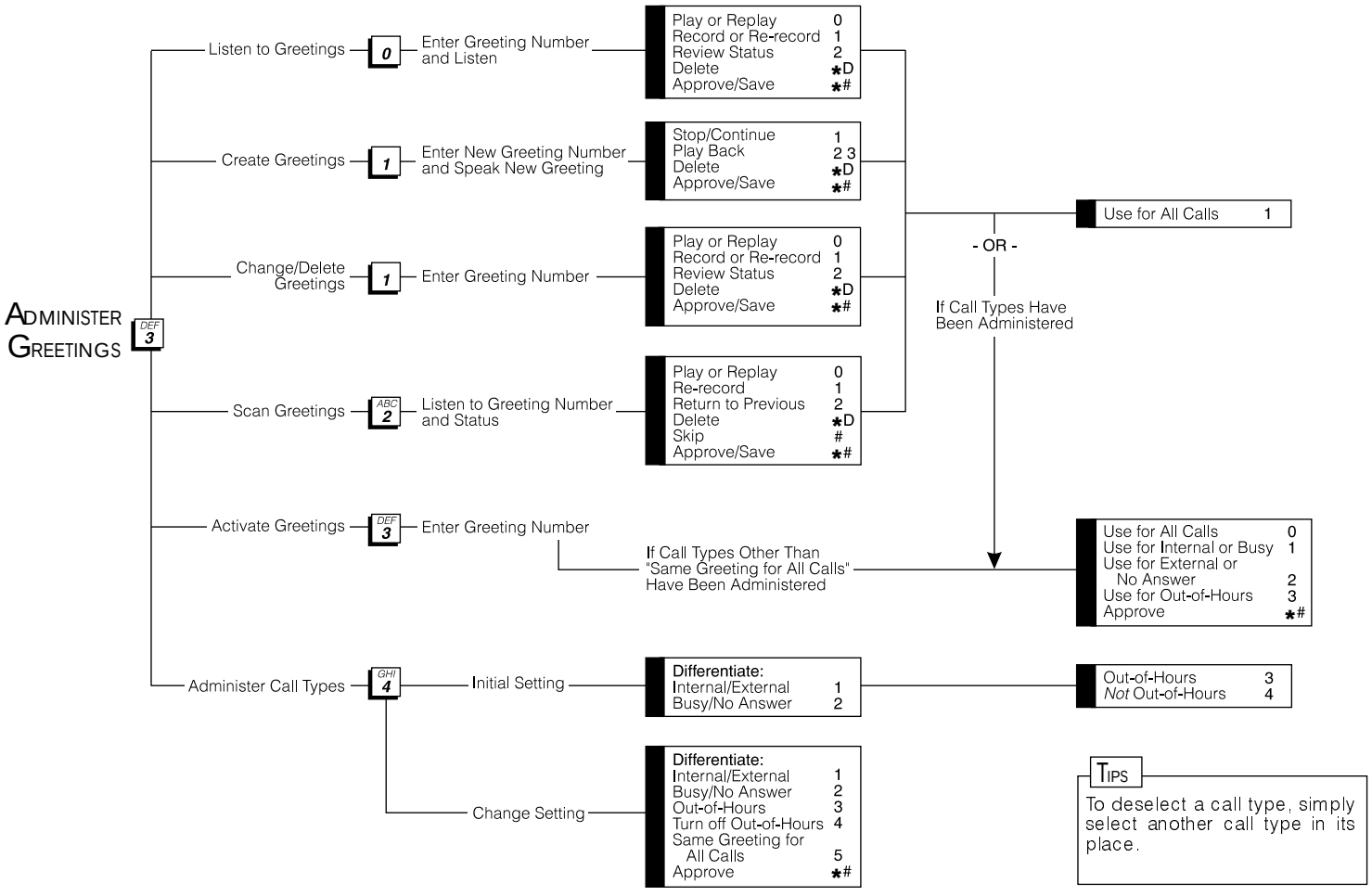
AUDIX® Multiple Personal Greetings

QUICK REFERENCE

AUDIX System Number _____ Your Ext. _____ System Admin. _____

585-300-702, Issue 2

MULTIPLE PERSONAL GREETINGS



TIPS

To deselect a call type, simply select another call type in its place.

Issue 1, April 1993

Multiple Personal Greetings Quick Reference

You can use your AT&T voice messaging system to record multiple personal greetings and to answer calls with those greetings according to specific **call types** you define. Available call types are:

- **Internal** calls, which originate inside your business or building
- **External** calls, which come from outside your business or building
- **Busy** calls, which arrive when you are on the phone
- **No Answer** calls, which arrive when you are not at your phone
- **Out-of-Hours** calls, which arrive after standard business hours (prime-time)

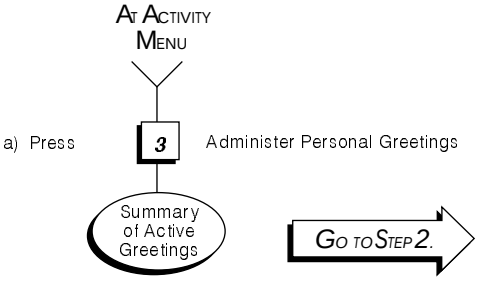
You can define up to *three* call types, with a greeting active for each type.

Recommended steps. To set up multiple personal greetings, do the following:

1. Access the Administer Personal Greetings menu
2. Administer call types
3. Create, change, and activate greetings

Steps 2 and 3 are interchangeable. Also, you can create a greeting and then activate it at some other time.

Step 1. Access the Administer Personal Greetings Menu



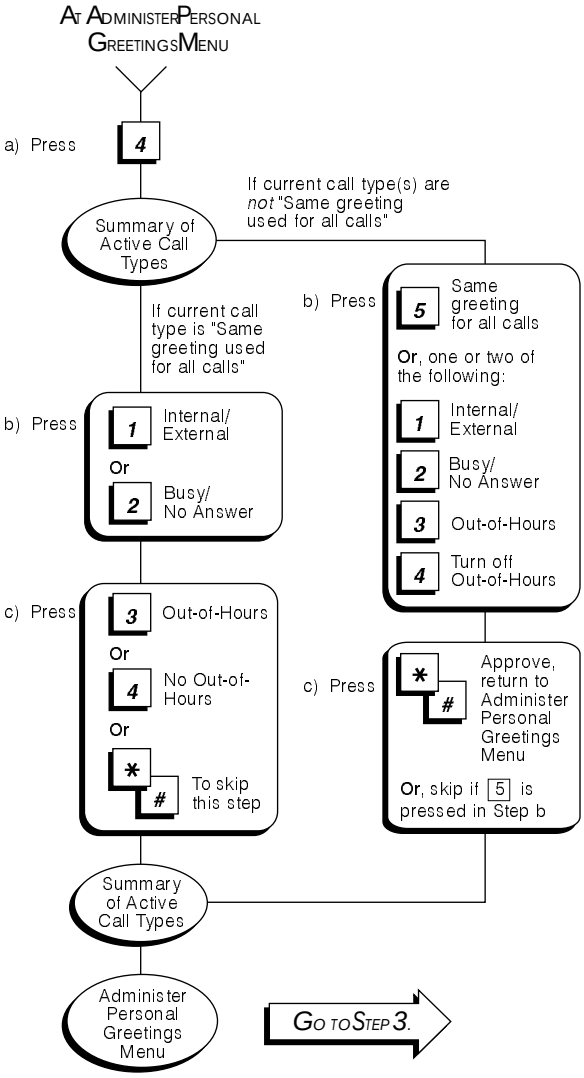
Step 2. Administer Call Types

Important

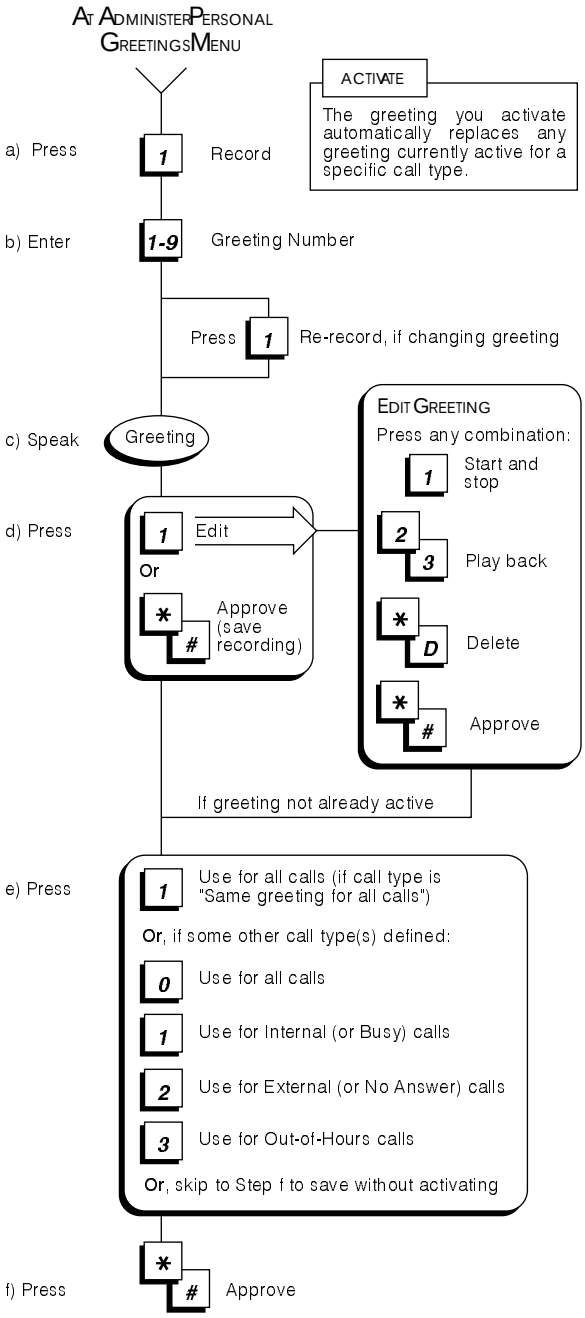
To select Out-of-Hours, you must first select Internal/External or Busy/No Answer. When you select Out-of-Hours, the other call types apply only to the prime-time established for your system.

You *cannot* combine Internal/External and Busy/No Answer call types.

The system greeting is automatically active for any new call types until you activate your personal greeting(s).

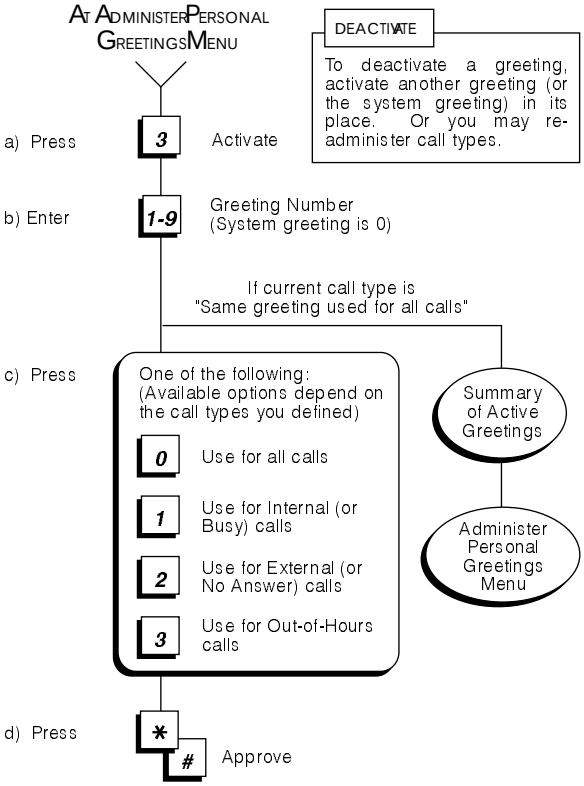


Step 3. Create, Change, and Activate Greetings



Activate Previously Recorded Greetings

(For greetings created but not activated in step 3)



Tips

To set up different greetings strictly for prime-time and out-of-hours calls, you must assign the same greeting to the two prime-time call types (Internal and External *or* Busy and No Answer).

Mnemonics

You can assign special numbers to greetings to help you remember them. For example:

All Calls	1	No Answer	6 (N)
Busy	2 (B)	Returning Soon	7 (RS)
External	3 (E)	Trip or Vacation	8 (TV)
Internal	4 (I)		
Lunch	5 (L)		

*H = Help
*R = Return to the Activity Menu