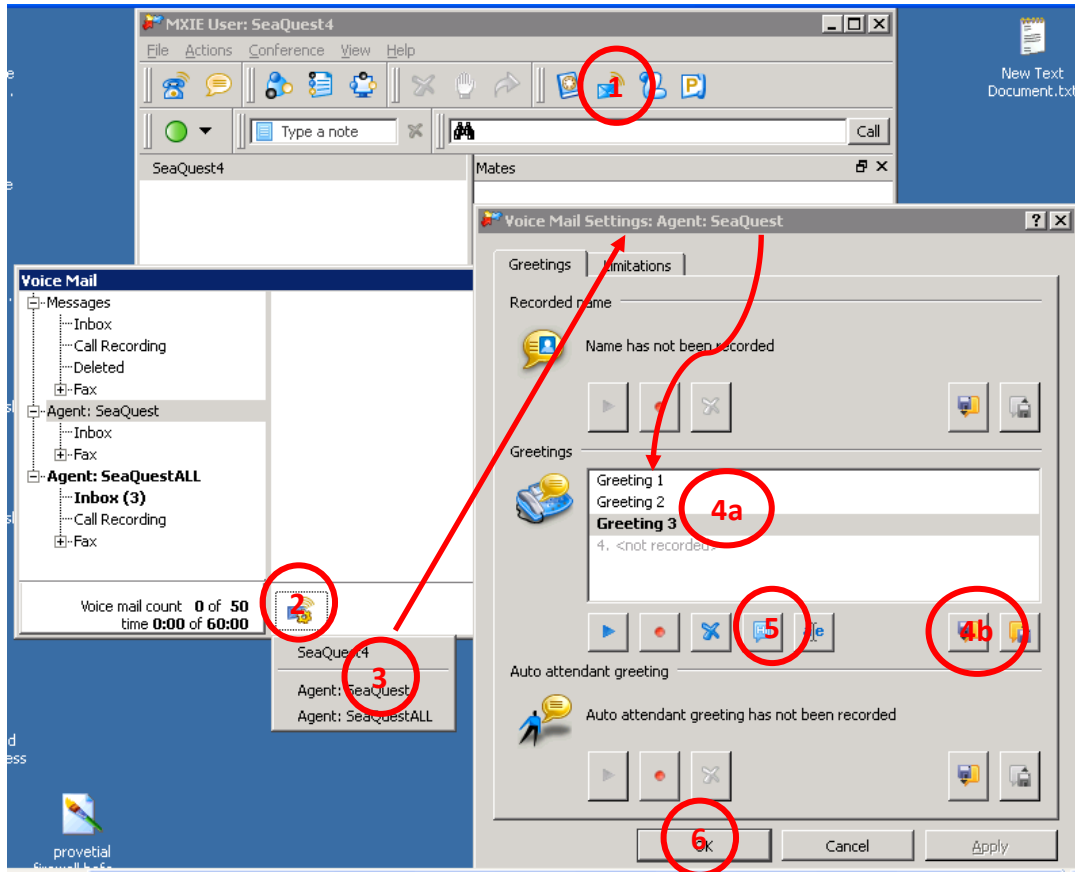


## Setting/Changing Greetings

In your MXIE,

1. Click on the MessageBox icon
2. Then in the next window, click on the Envelope+Gear - Which drops down a list of Voice-mail-boxes to edit
3. Select as appropriate which open the next window.
4. a Then listen/Play your greetings, and
5. SELECT the greeting that you want to use by **Highlighting** it with the button below
6. SAVE with Apply/OK

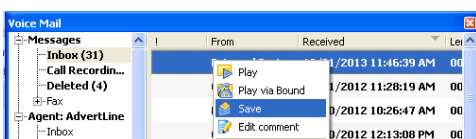


If at step 4 , you find that you cannot Play or Record, it may be because your PC has no Speaker & Mic, or that your MXIE is in a Terminal-Server environment.

In this case, WORK AROUND the problem by doing this :

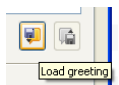
Use your handset, dial yourself, and (assuming your Call-Handling rules send calls to Voicemail when you are busy) you will go to your own Voicemail. Leave a message for yourself that is the message that you wish to save as the greeting.

Then, go into your voicemail inbox, (per step 1) and locate the “message” that you just left:



Either drag this to a folder/desktop, or right-click and Save it to a folder where you will easily find it later.

Then, go back to step 4, and see **4b**, and Load the Greeting.



Continue with the steps 5 and 6 as before.

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