

Xpressions Web Assistant

Accessing your voicemail via the web

Information Technology Services

Outreach and Distance Learning Technologies

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Information Technology Services Xpressions Web Assistant

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Introduction

The Unify Xpressions Web Assistant is a user-friendly, Web-based application for the individual configuration of your Voicemail mailbox. With the clearly laid out web pages, you will be able to easily customize your personal settings for messages, greetings, etc. that will meet your own needs. Using the *Web Assistant*, you can:

- Check your voicemail box by using the Mail Client.
- Check your User Data and add additional information.
- Customize your Voice mail settings.
- Configure customized *Forwarding* functions.
- Activate incoming message *Notifications*.
- Configure daily and weekly *Time Profiles* for telephone greetings.
- *Record* and administer telephone announcements and greeting texts.

Note: Before accessing your mailbox via the Web Assistant, you must first access your mailbox through the telephone. Here you will change your voicemail pin from the default and record your name.

Accessing the Web Assistant

The following explains how to access the Web Assistant website.

- 1. In an internet browser, go to <u>http://voicemail.kennesaw.edu</u>.
- 2. In the User Login field, enter your phone extension #.



Figure 1 – User Login

3. In the *Password or Pin* field, enter your **mailbox pin** number.

| Web Assistant - The configuration and mall interface | |
|--|----------------------|
| UNIFY | OpenScape Xpressions |
| | Help |
| Login User (or mailbox/ID number) : | 3232 |
| Password (or PIN) : | |
| Remember me on this comp | uter. |
| Login Cancel | |

Figure 2 - Enter your Mailbox Pin

- 4. Click the **Login** Button.
- 5. You will be taken to a page that will allow you to change your *Xpressions Web Assistant* password. This password will be used to log into the *Expressions Web Assistant* website.
- 6. Enter a **New Password** for the *New Password field*. The password must contain **8 characters** with a mix of upper and lower case letters as well as special characters.

| leb Assistant - The config | uration and mail interface | |
|---|----------------------------|--|
| ACOT | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| ange default pa | ssword | |
| ange default par | ssword | |
| nange default par New password Confirm new passwo | ssword | |
| New password Confirm new passwo | ssword | |

Figure 3- Create New Password

7. Re-enter the **password** you just created into the *Confirm new password* field.

| Web Assistant - The configurat | ion and mail interface | | |
|--------------------------------|------------------------|---|------|
| | | | Help |
| Change default pass | word | | |
| New password | | | |
| Confirm new password | ••••• | 1 | |
| Change Password | Cancel | | |

Figure 4 - Confirm New Password

8. Click the **Change Password** button.

| Change Password | Cancel |
|-------------------|---------|
| Figure E Change B | acquerd |

9. You will be taken into the OpenScape Xpressions Web Assistant page.

| User mode | Web Assistant - The conf | iguration and mail interface | | | |
|--|---|-------------------------------------|-------------------------|---------------|-------------|
| | UNIFY | | OpenScape Xpr | ression | าร |
| Address book Mail Client Personal settings | Williams Kyle | | | <u>Logout</u> | <u>Help</u> |
| <u>User data</u> | Data of user KW | ILL368 | | | |
| Voice mail system Forward Access Notification Groups | Bookmark this page Change password of | of messaging system (PC access) | Change | | |
| Fax forms Time profiles Recordings Default output devices | Simplified web acc | cess | | | |
| Mail tracking | Language selection | n (for voice mail system and web in | terface) English (US) • |] | |
| | Please enter international (*) Normalized number | numbers with a leading + character. | | | |
| | Name | Williams Kyle | | | |
| | User Group | KSU_USER ▼ | | | |
| | Mailbox redirection | | | | |
| | Business phone | | | | |
| | Voice Mail | 3232 | (3232) | | |
| | Business fax G3 | | | | |
| | SMS Number | | | | |
| | E-mail | kwill368@kennesaw.edu | | | |

Figure 6 - OpenScape Xpressions Page

10. To access your **Voicemail**, click on the *Mail Client* tab.

| Web Assistant - The configuration and mail interface | | | |
|---|---|--|--|
| UNFY | OpenScape Xpi | ressio | ns |
| Williams Kyle | | Logout | <u>Help</u> |
| Data of user KWILL368 | | | |
| Bookmark this page | | | |
| Change password of messaging system (PC access) | Change | | |
| Simplified web access | | | |
| Language selection (for voice mail system and web int | terface) English (US) 🔻 |] | |
| | Web Assistant - The configuration and mail interface UNIFY Williams Kyle Data of user KWILL368 Bookmark this page Change password of messaging system (PC access) Simplified web access Language selection (for voice mail system and web im | Web Assistant - The configuration and mail interface UNIFY OpenScape Xpr Williams Kyle Data of user KWILL368 Bookmark this page Change password of messaging system (PC access) Change Simplified web access Language selection (for voice mail system and web interface) English (US) ▼ | Web Assistant - The configuration and mail interface UNIFY OpenScape Xpression Williams Kyle Logout Data of user KWILL368 E Bookmark this page Change password of messaging system (PC access) Change Simplified web access Image Selection (for voice mail system and web interface) English (US) • |

Figure 7 - Mail Client

11. You will be taken to the *Mail Client*. The *Mail Client* allows you to check voicemail messages, view messages sent, and compose a message. Options include:

| Address book Mail Client | Williams Kyle | | Logout Help | |
|--|--|--|-----------------------|-------------|
| Inbox (1) Sent items Compose message Enquiry Personal settings | Bookmark this page Message: 1 - 1 (count: Page: 1 • (count Refresh: 0ff • | 1) It: 1), 20 • Messages/page. Save jou | umal settings | |
| | Delete Read Unread | Flag for follow-up Clear Flag | Date † | Size Action |
| | 🗌 👔 2634, Darrow Ca | sey <u>Voice mail: 4 sec.</u> | 7/11/2014 9:01 AM | 90 kB 📮 👝 📮 |
| | Top Prev Next Botto | m | | |
| | 🔒 E-mail | | 🖗 Voice mail 🛛 🔍 Unre | ad |
| | Fi | aure 8 - Mail Client | | |

- Selecting message by priority, date/time, caller ID, etc.
- Saving voicemail to your Computer's hard drive.

Playing back your Voicemail

The following explains how to playback your voicemail messages.

1. In the *Mail Client* window, click on the **Subject Line** of the Voicemail you wish to playback.

| Williams Kyle | | Logout Help | |
|---|--|-----------------------------|----------------------------|
| Bookmark this page Message: 1 - 1 (count: 1) Page: 1 ▼ (count: 1), [Refresh: off ▼ | 20 V Messagez/page. Save | journal settings | |
| Delete Read Unread Flag fo Type From 2534, Darrow Casey | r follow-up Clear Flag Subject <u>Voice mail: 4 sec.</u> | Date ↑ 7/11/2014 9:01 AM | Size Action 90 kB 🎒 👝 🗎 |
| Top Prev Next Bottom | | | |
| 😰 E-mail | | 🕼 Voice mail | Unread |
| Figure | 9 - Clicking on | your message | |

2. The *Message Window* will open. To hear your message via the computer, click on the **Play** button. The message will be downloaded to your computer.

| Back to Inbox Delete Unread Flag for follow-up Reply with original message Reply Forward | Forward with new voice mail |
|---|--|
| From: To: Date: Subject: Type: | 2634, Darrow Casey 3232, Williams Kyle 7/11/2014 9:01 AM Voice mail: 4 sec. Û Voice mail |
| This message contains audio data. You can Description: Contains audio data. You can Play on phone | listen to this data or save it by clicking on the icon below. |

Figure 10 - The Play Button

3. You may also open the message by clicking on the .wav file, located under the Attachments section.

| Back to Inbox Delete Unread Flag for follow-up Reply with original message Reply | Forward with new voice mail |
|--|---|
| From: To: Date: Subject: Type: | 2634, Darrow Casey 3232, Williams Kyle 7/11/2014 9:01 AM Voice mail 4 sec. 🕡 Voice mail |
| This message contains audio data. You can | listen to this data or save it by clicking on the icon below. |
| Attachments | |
| Attachment name: | 14323a90941.0f34 1.way (66 kB) |
| Reply with original message Reply Forward Delete Unread Flag for follow-up Back to Inbox | Forward with new voice mail |

Figure 11 - Attachments

Personal Settings

The **User Data** page displays certain information on your Xpressions user account. You can modify some of the settings, depending on the configuration of the Web Assistant. You can modify or supplement your user data such as company, department, phone number, etc. This information is not required for voicemail. To access the **User Data** page:

1. Click on the **Personal Settings** link.

| Address book Mail Client | Williams Kyle | .ogout | <u>Help</u> |
|--|---|--------|-------------|
| Inbox Sent items Compose message Enquiry Personal settings | Bookmark this page 1 - 2 (count: 2) Save journal settings Message: 1 → (count: 1), 20 → Messages/page. Save journal settings Page: 1 → (count: 1), 20 → Messages/page. Refresh: Off → | | |

Figure 12 - Personal Settings

2. You will be taken to the **Personal Settings** page. To view *User Data*, click on the **User Data** link.



Figure 13 - User data

3. The **User Data** page will open. Here, you will be able to set your *Mailbox Redirection* (which allows other users to accept voicemail messages for you), your *Business Phone Number*, your *Email Address,* and other *User related information*.

| User mode | Web Assistant - The conf | iguration and mail interface | | | |
|--|--|--|-----------|----------|-------------|
| | UNIFY | | OpenScape | Xpressio | ns |
| Address book Mail Client | Williams Kyle | | | Logout | <u>Help</u> |
| Personal settings <u>User data</u> | Data of user KW | ILL368 | | | |
| Voice mail system Eorward Access Notification Groups Eax forms Time profiles Recordings Default output devices Mail tracking | Bookmark this page Change password of Simplified web acc Language selection | of messaging system (PC access) ess n (for voice mail system and web in numbers with a leading + character. | Change | JS) 🔻 | |
| | (*) Normalized number | Malliana Kala | | | |
| | User Group | KSU_USER V | | | |
| | Mailbox redirection | | | | |
| | Business phone | | | | |
| | Voice Mail | 3232 | (3232) | | |

Figure 14 - User Data Page

Changing Your Start Page

If you wish to change your start page after log in and be taken to the *Mail Client* each time you access the Web Assistant, you may do so through the *User Data* page. The following explains how to change the *Start Page* after logging into the *Web Assistant*.

1. Access the User Data page, located under the Personal Settings Tab in the Web Assistant.



Figure 15 - Accessing User Data

2. Click the **Start page after login** dropdown menu.

| Please enter international (| numbers with a leading + character. | |
|------------------------------|-------------------------------------|--------|
| *) Normalized number | | |
| Name | Williams Kyle | |
| User Group | KSU_USER - | |
| Mailbox redirection | | |
| Business phone | | |
| Voice Mail | 3232 | (3232) |
| Business fax G3 | | |
| SMS Number | | |
| E-mail | kwill368@kennesaw.edu | |
| Company | | |
| Department | | |
| Address 1 | | |
| Address 2 | | |
| Zip Code | | |
| Location | | |
| State | | |
| Country | | |
| Private number | | |
| Private Fax | | |
| Mobile Phone | | |
| Start page after login | Default value 👻 🚽 | |
| Save | | |

Figure 16 - Start Page after login dropdown

3. Select the Inbox option. This change will automatically take you to the Mail Client each time you log into Web Assistant.



4. Click on the **Save** button.

| Start page after login | Inbox | • |
|------------------------|----------|---|
| Save | _ | |
| Figure 18 - Sav | e Button | |

Voice Mail System Settings

To access the Voice Mail System Settings, click on the **Voice mail system** link, located under the *Personal Settings* Tab.



Figure 19 - Voice mail system

You will be taken to the *Voice Mail Settings* page. With the *Voice Mail System Settings* page, you will have access to:

| Williams Kyle | Logout | <u>Help</u> |
|--|--------|-------------|
| Voice mail system settings | | |
| Change PIN Change | | |
| Voice Mail System | | |
| Active voice mail system: PHONEMAIL - | | |
| Referral extension Extension number: | | |
| Mailbox options | | |
| User prompts: Standard - | | |
| Playback volume (default=5): 5 - | | |
| Caller options Callers can leave urgent messages | | |

Figure 20 - Voice Mail System Page

- Change Pin Change the telephone password.
- Programmable Shortcuts User can define multiple functions in one touch on keyboard.
- **Referral extension** Destination callers are transferred to when 0 # is selected.
- Mailbox Option Select standard or abbreviated voicemail prompts & playback volume.
- **Caller Options** Allows callers to mark their message as urgent. For example, if a caller marks a message URGENT, it will be placed in front of all other incoming messages. The system will play the URGENT messages before playing regular messages.

Additional Features of the Voice Mail System

In the *Voicemail system* page, you also have access to additional features. These features include:

| Voice mail query without u If calls are made from the follo | ser identification | | |
|--|----------------------------|--|---------------|
| Extension number 1: | | | |
| Extension number 2: | | | |
| Extension number 3: | | | |
| Simplified greeting configu Use the simplified greeting | uration g configuration | | |
| Mobility number | | | |
| Disabled | | | |
| Enabled | | | |
| Phone number: | | | |
| Reachable with key(s): | <undefined></undefined> | | Change key(s) |
| | | | |

Figure 21 - Additional Features

- Voice mail query without identification Allows you to setup trusted number access. Automatically plays messages when you dial Xpressions callback number from any of the numbers defined in field. (Great for checking messages from home or cell phone!)
- **Simplified greeting configuration** *If unchecked, you will be in the Enhanced Greeting Mode. This allows you to record up to nine greetings and assign to appropriate Greeting Types.*
- **Mobility number** If enabled, callers can transfer directly to a remote number by pressing a predetermined number on the dial pad. Set up in the Forward Access menu, a caller can transfer to your cell phone or home phone while listening to your voicemail greeting without knowing your personal numbers.

Personal Filters

Personal Filters allow you to select the type of messages that should be played via your *Xpressions mailbox*. To set Personal Filters:

1. Click on the Edit Personal Filter Button.



Figure 22- Edit Personal Filter

2. Select your preferred filter settings. These messages should be played via your Xpressions mailbox.

| Personal filters |
|--|
| Play messages from the following 'inbox' folders |
| ✓ Inbox |
| |
| Which messages are to be considered? |
| Message type |
| Voice mails 💿 No messages |
| unread messages only |
| |
| Fax messages No messages Investigation only |
| All messages |
| |
| Save Back |

Figure 23- Filter Settings

3. Click on the **Save** button to save your settings.

| Personal filters | |
|--|--------|
| Play messages from the following 'inbox' f | olders |
| Inbox | |
| | |
| Which messages are to be considered? | |
| Message type | |
| Voice mails | |
| unread messages only | |
| All messages | |
| Fax messages No messages | |
| Interest messages only | |
| All messages | |
| | |
| | |
| Save Back | |
| | |

Figure 24 - Save Button

Forward Access Menu

The **Forward Access Menu** allows users to specify different actions that the numeric dial pad will perform for callers when keys are pressed while listening to your greeting. The following explains how to use the **Forward Access Menu**.

- 1. In *Personal Settings*, click on the *Forward Access* link.
- You will be taken to the *Forward Access* window. Here, determine the type of calls that should have the ability to use the *Forward Access Menu* by clicking on the **Access menu** dropdown. For example: Internal Calls, External Calls, Busy Conditions, After-hours or alternate greeting. Note that this selection should match the greeting chosen to answer your telephone.



Figure 25- Access Menu Dropdown

3. For each *phone key*, use the **Dropdown arrows** to determine the forwarding action to be performed when those keys are pressed.



Figure 26 - Selecting your actions

Notifications

The **Notification** page allows additional methods of notification for new messages. You can select the message type and the method of notification. The system will then inform you of new incoming messages in the desired manner. The following explains how to access the *Notification* page and create a new *Notification*.

1. Click on the **Notification** link, located under the *Personal Settings*.



2. In the *Notifications* window, click on the **Create notification** button.

| List of notifications |
|--|
| Active message types for MWI LED Fax Voice mails |
| Global notification settings Notifications: Disabled Enabled |
| Notification options Min. notification interval (in minutes): 5 - |
| Notification list (disabled) No notifications available. Please create a new one. |
| Create notification |

Figure 28 - Create Notification

3. Set your desired notifications in the window that appears.

| Notifications | |
|-------------------------|---|
| Notification: 1 | |
| Name of notification: V | /oicemail |
| Notification of new in | coming messages |
| Message type | Only if urgent |
| All messages | |
| E Fax | |
| Voice mails | |
| Add additional devic | lumber/address: kwill368@kennesaw.edu [f fails e minutes) Days |
| from 12:00am t | o 12:00am I Mon I Tue I Wed I Thu I Fri I Sat I Sun ✓ Weekdays (Mon-Fri) Every day (Mon-Sun) |
| Add additional time r | ange |
| Dack | Firmer 20. Cathler Matifications |

4. Click Save.

Time Profiles

Time profiles allow you to define when and with which voice greetings your mailbox should react to incoming calls. (Greetings must first be created in *Recordings OR via the telephone using the Mailbox Options*).

There are two (2) Greeting Menus available to users, **Simplified** and **Enhanced.** The choices on the *Time Profile* screen vary slightly depending on the menu activated.

Below is an example of *Time Profiles* using the **Simplified Greeting Menu:**

| Time profiles | • |
|-----------------|--|
| | |
| Message recor | ding not allowed 🔲 |
| Greeting canno | ot be interrupted |
| Alternate greet | ing none (Overrides all greetings below) |
| Internal | none 🔻 |
| External | none 🔻 |
| Busy | none 🔻 |
| After-hours | none 🔻 |
| | |
| Business days | Mon Iue Wed Ihu Fri Sat Sun V V V V Image: Sat Sun |
| | |
| Business hours | |
| • from | 08:00am |
| • to | 05:01pm |
| | Use default system settings |

- Message recording not allowed When checked, callers cannot leave a message in your mailbox.
- **Greeting cannot be interrupted** When checked, callers cannot bypass the greeting. This will override the setting in the Forward Access Menu.
- Business days Select the Business Days that the hours will apply.
- Selects the Business Hours Selects the Business Hours of your Workday.

If you wish to use the **Enhanced Greeting Menu**, note that you must enable the *Enhanced Greeting Menu view*. To do so:

- 1. Click on the User Data link, located under Personal Settings.
- 2. Remove the check from the *Simplified web access* **Check Box.**

| Bookmark this page | |
|--|----------------|
| Change password of messaging system (PC access) | Change |
| Simplified web access | |
| Language selection (for voice mail system and web interface) | English (US) 🔻 |

3. Click on the **Save** button.

| ivame | Williams Kyle | |
|------------------------|-----------------------|--------|
| User Group | KSU_USER - | |
| Mailbox redirection | | |
| Business phone | | |
| Voice Mail | 3232 | (3232) |
| Business fax G3 | | |
| SMS Number | | |
| E-mail | kwill368@kennesaw.edu | |
| Company | | |
| Department | | |
| Address 1 | | |
| Address 2 | | |
| Zip Code | | |
| Location | | |
| State | | |
| Country | | |
| Private number | | |
| Private Fax | | |
| Mobile Phone | | |
| Start page after login | Inbox - | |

4. In the confirmation window, click on the **Continue** button.

Below is an example of *Time Profiles* using the **Enhanced Greeting Menu:**

| | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|------------------------------|---------|---------|---------|---------|---------|---------|---------|
| essage recording not allowed | | | | | | | |
| nternal callers | | | | | | | |
| xternal callers | | | | | | | |
| ternate greeting | | | | | | | |
| nen busy | | | | | | | |
| t of business hours | | | | | | | |
| eting cannot be interrupted | | | | | | | |
| ternal callers | | | | | | | |
| xternal callers | | | | | | | |
| ternate greeting | | | | | | | |
| nen busy | | | | | | | |
| etings | | | | | | | |
| ternal callers | none 🔻 |
| xternal callers | none 🔻 | none 🔻 | none 👻 | none 👻 | none 🔻 | none 👻 | none 🔻 |
| lternate greeting | none 🔻 |
| hen busy | none 👻 | none - | none 👻 | none 👻 | none 🔻 | none 🔻 | none 🔻 |
| er-hours greeting | none 🔻 | none 👻 |
| siness hours | | | | | | | |
| om | 08:00am |
| | 05:01pm |
| siness hours 2 | | | | | | | |
| om | | | | | | | |
| | | | | | | | |

Figure 31 - Enhanced Greeting Menu

The **Enhanced Greeting Menu** allows users to create up to 9 separate voicemail greetings. Once created, users can assign different greetings to play on individual days by assigning recording numbers to the greeting type. They can also customize their business hours per day instead of per week. This menu allows flexibility to users who have unique business needs.

Recordings Menu

The *Recordings menu* allows you to record several greetings, create a personal name recording, as well as create a name recording for a distribution list.

Note: The Recordings Menu also allows you to delete recordings. Deleting a greeting via the *Web Assistant* will erase the recording that you have already created on your phone.

The following explains how to create a Personal Name Recording.

- 1. Click on the **Recordings** link, located under *Personal Settings*.
- 2. To create a new recording, click on the **Create** button.

| Recordings | | |
|-------------------------------------|-------------------------|-----------------------------|
| List of recordings Display name: | Type of recording: | Edit/Delete Additional Name |
| Personal name recording | Personal name recording | |
| Delete recording Down | nload recording | |
| Create a new recording: | | |
| Create | | |

Figure 32- The Create Button

3. To record a *Personal Name Recording*, under the *Type of Recording section*, select the **Personal Name Recording** option. Note: This option will not be available if you have already recorded a Personal Name recording on your phone.



Figure 33 – Personal Name Recording

4. To create a recording from your phone, select the **Record via telephone now** option under the *Select a Method* section.



Figure 34 - Select a method

5. Enter the **phone number** that you wish to be called on in order to record your greeting and click **OK**.

| On which phone | e number do you want to be called? |
|----------------|------------------------------------|
| 1234 | |
| | |
| | OK Cancer |

Figure 35 - Enter the Extension

6. The phone you specified will ring. Upon answering, you will be taken to the *Recording* Screen. To begin recording, click on the **Record** button.

| Edit recording : Personal name recording | | | | |
|---|--|--|--|--|
| Refresh Refresh automatically. | | | | |
| Playback is paused The maximum allowed length is 10 seconds. | | | | |
| Length of recording: Seconds | | | | |
| Current position in recording: Seconds | | | | |
| Record > Play Pause | | | | |
| Go to position: Seconds | | | | |
| Exit | | | | |

Figure 36 - Click Record

7. Upon clicking on the **record** button, say your **name** into the phone.

8. When you have completed your *Personal Name Greeting*, click on the **Pause** button.

| Refresh Refresh automatically. | |
|---|----|
| Playback is paused The maximum allowed length is 10 seconds. | |
| Length of recording: 3.0 Seconds | |
| Current position in recording: 3.0 Seconds | |
| Positioning bar: [| +] |
| Record > Play Pause | |
| Go to position: Seconds | |
| Exit | |

Figure 37 - Click Pause

- 9. When you are satisfied with your recording, click **Exit**. You may also hang up your phone.
- 10. Click on the **Save** button to apply your changes.

| Apply changes: | Save | - |
|------------------------|---------|------------|
| Discard changes: | Discard | d / Delete |
| Figure 38 - Click Save | | |

Uploading a Recording

Alternatively, you may upload a greeting that you have created on your computer. The following explains how to upload a greeting to the *Voicemail System*.

1. In the *Recordings* window, located under *Personal Settings*, click **Create.**

| Recordings | | |
|-------------------------------------|-------------------------|-----------------------------|
| List of recordings Display name: | Type of recording: | Edit/Delete Additional Name |
| Personal name recording | Personal name recording | |
| Delete recording Download recording | | |
| Create a new recording: | | |
| Create | | |

Figure 39 - Click Create

2. Select the **Greeting Number** that you wish to record in the *Personal Greeting* Dropdown.



Figure 40 – Personal Greeting Dropdown

3. Select the *Personal Greeting* radio button.

| Type of recording | Recording |
|---|------------------------|
| Personal greeting | 1 💌 |
| Private group Select a method. | 1 ing Team ▼ 2 3 |
| Record via telephone no | 4 |
| Upload recording: Browse_ No file sel | 6 7 8 |
| Create Back | 9 |

Figure 41 - Personal Greeting Button

4. Under the *Select a method* section, select **Upload Recording**.



Figure 42 - Upload recording

5. Click Browse.



- 6. Navigate to and select the greeting file that you created. Note: it is recommended that your greeting files be recorded as a .wav file.
- 7. Click Open.

| All Files | • |
|-----------|--------------|
| Open | Cancel |
| Figure 44 | - Click Open |

8. In the *Create a new recording* screen, click **Create.**

| Create | Back |
|-------------|--------------|
| Figure 45 - | Click Create |

9. Your new recording will be created. To set your greeting to be played to specific callers or on specific days, you may do so via the **Time Profiles** page.



Figure 46 - Time Profiles