

## Recording Your Main Greeting

You can use the following help session to record your Main Company Greeting message. This greeting message is the first message your caller will hear when he calls the system. Depending on your company schedule, your callers will hear a different greeting message during night hours. For more control on your Main Greeting, See [Recording the Company Greetings](#).

### Recording your System's DAY GREETING

1. Dial into your VoiceSaver® System.
2. Press \*04123
3. The prompt will tell you "PLEASE ENTER THE NEXT EXTENSION NUMBER".
4. Enter 9675 (WORK) to record your Day Greeting.
5. The prompt will tell you to:
  - PRESS 2 to append or start recording your GREETING,
  - PRESS 3 to delete the current GREETING,
  - PRESS 7 to play the current GREETING
  - PRESS 9 when done.
6. If you press 3, the prompt will tell you "MESSAGE DELETED"
7. Press 2 and the prompt will tell you to "PLEASE LEAVE YOUR GREETING AFTER THE BEEP"
8. Wait for the BEEP and start recording.
9. Go to Step 5

### Recording your System's Night GREETING

1. Dial into your VoiceSaver® System.
2. Press \*04123
3. The prompt will tell you "PLEASE ENTER THE NEXT EXTENSION NUMBER".
4. Enter 6483 ( NITE ) to record your Night Greeting.
5. The prompt will tell you to:
  - PRESS 2 to append or start recording your GREETING,
  - PRESS 3 to delete the current GREETING,
  - PRESS 7 to play the current GREETING
  - PRESS 9 when done.
6. If you press 3, the prompt will tell you "MESSAGE DELETED"

7. Press 2 and the prompt will tell you to “PLEASE LEAVE YOUR GREETING AFTER THE BEEP”
8. Wait for the BEEP and start recording.
9. Go to Step 5