CapTel 840i/880i:

Recording a Personal Greeting Message

Before you begin making/receiving calls, you may want to record a personal greeting message for the *CapTel* 840i Answering Machine. If you do not want to record a personal greeting, the Answering Machine will use a pre-recorded greeting that says, *"Hello. No one is available to take your call. Please leave a message after the tone."*

To record a personal greeting message:



1. With the handset hung up, press the **YES** button to see the Options menu.



DOWN

 Press the DOWN arrow button to highlight Answering Machine. Press YES to select.

3. Press the **DOWN** arrow button

Message. Press YES to select.

to highlight Greeting



- Dial from Phone Book
- Answering Machine
- 👸 Call History
- C Edit Phone Book
- Conversations
- 🗳 Settings

Press YES to select or press NO to exit Options

ANSWERING MACHINE

- Answering Machine On/Off
- Play/Erase Messages
- 📼 Clear All Messages
- Greeting Message
- Answering Machine Settings
- Caption External Ans. Machine

Press YES to select or press NO to exit



 Press the DOWN arrow button to highlight Record New Greeting. Press YES to select.

GREETING MESSAGE

Play Current Greeting

- Record New Greeting
- Use Default Greeting

Press YES to select or press NO to exit

 Lift the *CapTel* handset and watch the display screen to know when to start speaking.
When you see the **REC** message, begin speaking into the handset to record your greeting message. Your personalized greeting message may be up to 1 minute long.



6. When you are finished, press the **YES** button to stop. Your new message will be played back over the handset for you to review.

If you'd like to re-record your greeting, press the **NO** key to begin recording again.

7. When you are satisfied with your new greeting, hang up the telephone handset. *CapTel* will send out your personal greeting whenever the Answering Machine picks up a call.

RECORD NEW GREETING

Lift Handset to Record Greeting or Press NO to exit

RECORD NEW GREETING

Message Is Recording Speak Into the Handset



Press YES to End Recording