

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.



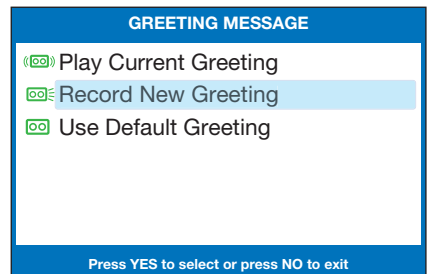
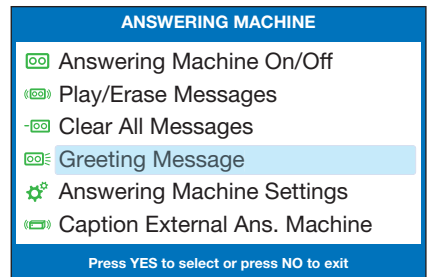
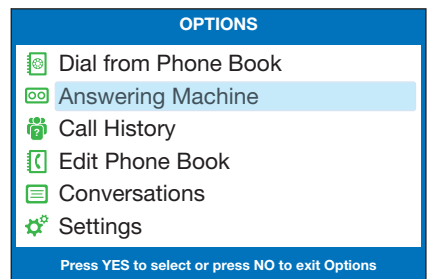
2. Press the **DOWN** arrow button to highlight **Answering Machine**. Press **YES** to select.



3. Press the **DOWN** arrow button to highlight **Greeting Message**. Press **YES** to select.



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



5. 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.

