

Record a Personal Greeting

To record a personal greeting using the Voice User Interface, dial 4100 on campus or 701-858-4100 off campus, enter your extension number and PIN, and then do the following:

1. Say "Personal options" to access the Personal Options menu.
2. Press 2 to record greetings.
3. Press 1 to record a personal greeting.
4. Press # to stop recording the personal greeting.
5. If you have to re-record their personal greeting, you should press 2.
6. Press 1 to accept the personal greeting.

This process is shown in the following figure.

