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# SIP Feature Server User's Guide

Managing your greetings

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# Managing your greetings

## Warning

This User's Guide applies ONLY to the Legacy SIP Feature Server 8.1.200.xx release. Unless you have been told to use this documentation, use the current [8.1.2 User's Guide](#).

To manage your greetings from a local or remote telephone, press 4 and use these commands:

- Press 1 to record an extended absence greeting.
- Press 2 to record a personal greeting (standard greeting with recorded user name). For example: You have reached the mailbox of <play\_recorded\_name>.
- Press 5 to activate the standard greeting that inserts your recorded name into a standard message.
- Press 6 to activate your personal greeting. Not available or played unless this greeting exists.
- Press 7 to activate your extended absence greeting. Not available or played unless this greeting exists.

After initiating each action, follow the audio prompts.

- Press \* to exit the Greetings menu and return to main menu.