

# Hosted PBX by Golden West

## Alternate Greetings

Your mailbox supports multiple greetings for different scenarios like business trips and holidays.

### To record an alternate greeting

1. From your mailbox, press **6** for greetings, and then press **1** to record an alternate greeting.
2. When prompted for the greeting number press **2** for your next alternate greeting (**1** is your default greeting).
3. After your recording is completed, select the active greeting by selecting option **3** in the greeting menu.

