



## NEC DSX-40 MAIN GREETING INSTRUCTIONS

### **How to Record The Main Greetings**

- From any extension Press the V-MAIL button then dial 72
- Then press the Instr soft key
- Enter the mail box number for the greeting you want to record
  - 801 first company greeting
  - 802 second company greeting
- You can then press the Lstn, Rec or Erase soft keys to change the greeting.

### **How To Record The Greeting For The General Mailbox**

- From any phone dial 700 then enter the mail box number. It is 320.
- Press the “Greet” soft key
- Press the Gr1 soft key

Then follow the instructions

Soft keys are the buttons just below the display and their function changes from screen to screen. So when you dial 72 you will see the display shows one labeling of the buttons and then when you enter the mailbox 801 or 802 you will see the screen change again and now the buttons have a new function. The phone system should also give you a tutorial as you go through the steps.