



Adding a Recorded Message for your 101Netlink Phone Account User

- 1) Log into your account through the phone.101netlink.com portal.
- 2) Select- **Messages >>Settings**
- 3) Under the **Greetings** section, select the icon that looks like a speaker (**Manage**)

Greetings

Voicemail Greeting 2 - VoicemailGreeting

Recorded Name

Manage

- 4) Select **Add Greeting >> Record**

Manage Greetings

New Greeting Upload Record

Call me at 707

Greeting Name GeneralGreeting

Call

- 5) You can have the system call your office phone or other phone number you would like. You will have to **Name** your new greeting before recording.
- 6) Once your phone rings, the prompts will direct you through the recording process.
- 7) The greeting name will not show immediately. Select **Done**.
- 8) Then from the Voicemail Greeting drop down, you can select your new recorded greeting.

Greetings

Voicemail Greeting 4 - GeneralGreeting

Recorded Name 4 - GeneralGreeting

- 9) Select **Save** before navigating away from the Messages tab.