3. Enter greeting number [1-3]
4. For optional greetings only, enter the optional greeting number [1-9]
5. If Multilingual Call Answer is enabled, select a language [1-3]

Scanning greetings
1. From the activity menu [3]
2. Scan greetings [2]

Activating greetings
1. From the activity menu [3]
3. Enter greeting number [1-3]
4. For personal greeting only, you may need to confirm your choice [1]
5. For optional greetings only, enter the optional greeting number [1-9]

Setting up rules for optional greetings
• Activate for all calls [0]
• Activate for internal calls → external calls → all calls (rotate) [1]
• Activate for business hours → out of business hours → any time (rotate) [2]
• Activate for busy → no answer → busy or no answer (rotate) [3]
• Deactivate for all calls [9]

Reviewing optional greeting rules
1. From the activity menu [3]
2. Review optional greeting rules (in the order they will be evaluated) [6]

Setting up Call Me/Find Me/Notify Me options
1. From the activity menu [6]
2. Select one of the following:
   - Call Me [1]
   - Find Me [2]
   - Notify Me [3]
3. Select one of the following:
   - Enable Call Me/Find Me [9]
   - Disable Call Me/Find Me [6]

Allow/disallow callers to leave a message when Extended Absence greeting is active [3] [7] [1]

NOTE: Your system may not support all features.

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