

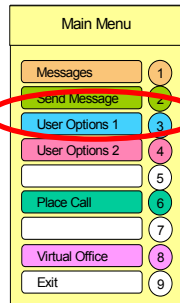
# How to Record Your Corner Cube Service Greetings

## Step 1 – Getting into the Toll Free Number

- ◆ Call your Toll Free number.
- ◆ Press the \* (star) key to interrupt the greeting
- ◆ The system will then ask for your 4-digit password.  
(If you don't know your password or you have any questions, please call customer service at 1.800.600.5787)

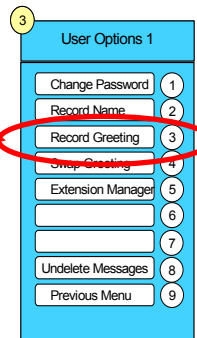
## Step 2 – Getting to the right place

- ◆ Press “3” for “User Options 1”
- ◆ Go to Step 3

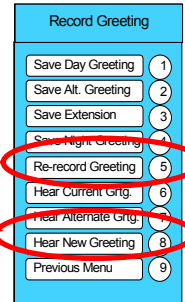


## Step 3 - Recording a greeting

- ◆ Press “3” again to record a greeting
- ◆ Record the greeting
- ◆ Press the “#” (pound) sign when you finish recording

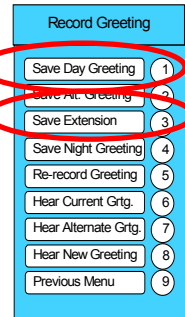


- ◆ To re-record the greeting, press “5”
- ◆ To listen to the newly recording, press “8”
- ◆ When the recording is satisfactory, go to Step 4



## Step 4 – Saving your greeting

- ◆ To save as your “Main (Day) Greeting”, Press “1”
- ◆ To save as an “Extension”, Press “3”  
The system will then ask for the 2-digit extension you want to save the newly recorded greeting to. The extensions range from 01-99
- ◆ Press “1” to confirm
- ◆ If you would like to record another greeting  
Go to Step 5 or simply hang-up.



## Step 5 - Recording another greeting

- ◆ If you would like to record another greeting, press “9”.
- ◆ You will be re-directed to “User Options 1”.
- ◆ You may then go to Step 3 to record greeting

