

# Recording & Selecting Messages with the 3M Greeter

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1. Access the greeter menu by pressing “Mode” once, then “1, 2, 3, 4” followed by “Mode”. You should see “User Mode ID” on the screen. (if your XT-1 System was installed before June 2010, you will need to press and HOLD the “Mode” button while you press “1, 2, 3, 4”)



2. Press the “Mode” button until you see the Greeter Menu. Select “2. Record Greeter Messages”



3. To record a message in slot 1 (make sure you see a “1” in the brackets) scroll over to “record”



4. When you are ready to record, press and hold the page button on the headset then press the “service” button. Begin talking. When you’re done, release the page button and then press the “service” button to stop recording.



5. Scroll over to “Playback” to hear your new message.
6. If you are happy with your recording press “Mode” to return to the greeter menu. Scroll up to “play greeter messages”.



7. It is in this menu that you select which message will play to the customers. If message 1 is the greeting for lunch and dinner, scroll over and turn it on. If message 2 is your breakfast greeting and you want that on, turn 1 off and turn message 2 on.

