

## 2.1.5 Recording Outgoing Messages (OGM)

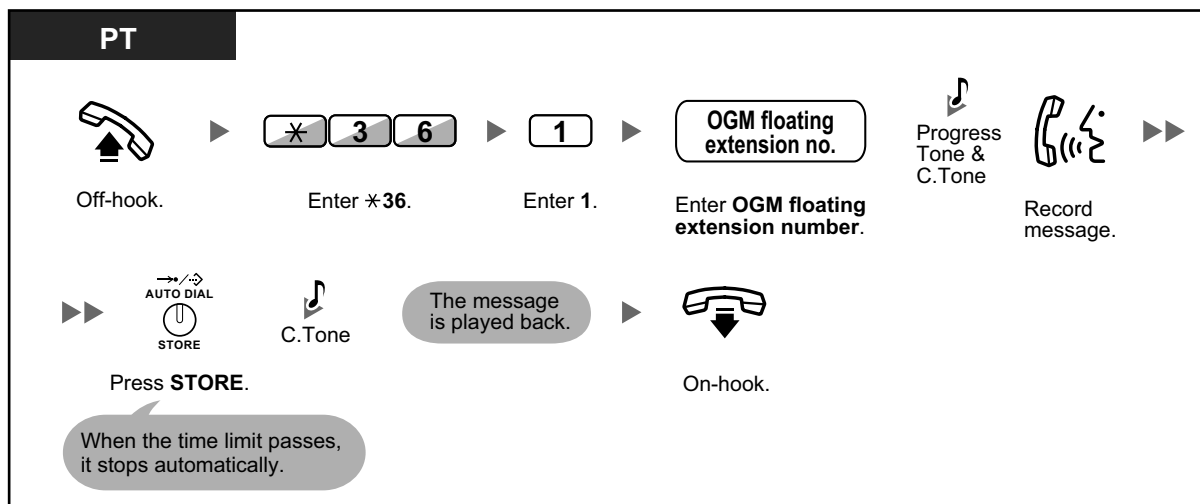
The manager extension can record three kinds of greeting messages (OGM) as follows:

1. **DISA message:** Used to greet and guide callers so that they access an extension user group or outside party without operator assistance.
2. **Incoming Call Distribution Group message:** Used to greet and guide callers to an incoming call distribution group.
3. **Timed Reminder message:** Used for a wake-up call message when the extension answers the Timed Reminder.

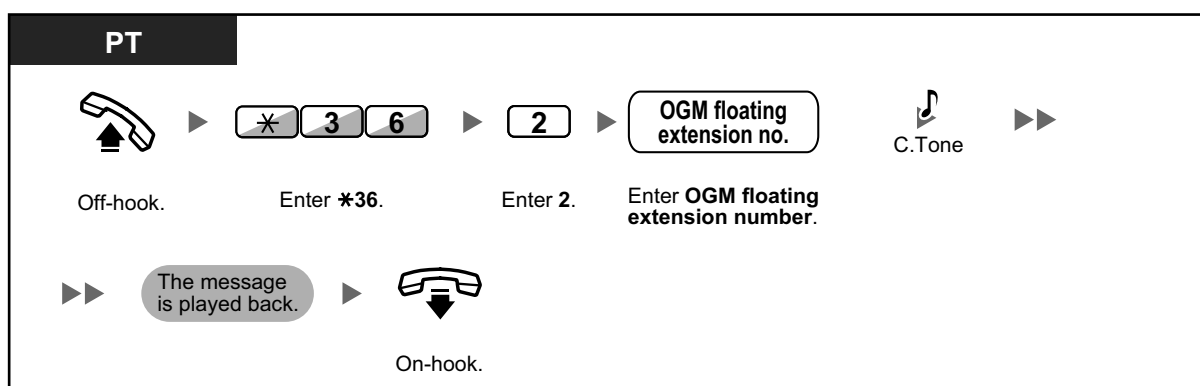


All messages have their own extension numbers. You can select the desired message. You have two methods for recording a message. One is recorded using the handset, and the other is recorded from an external BGM (MOH) port.

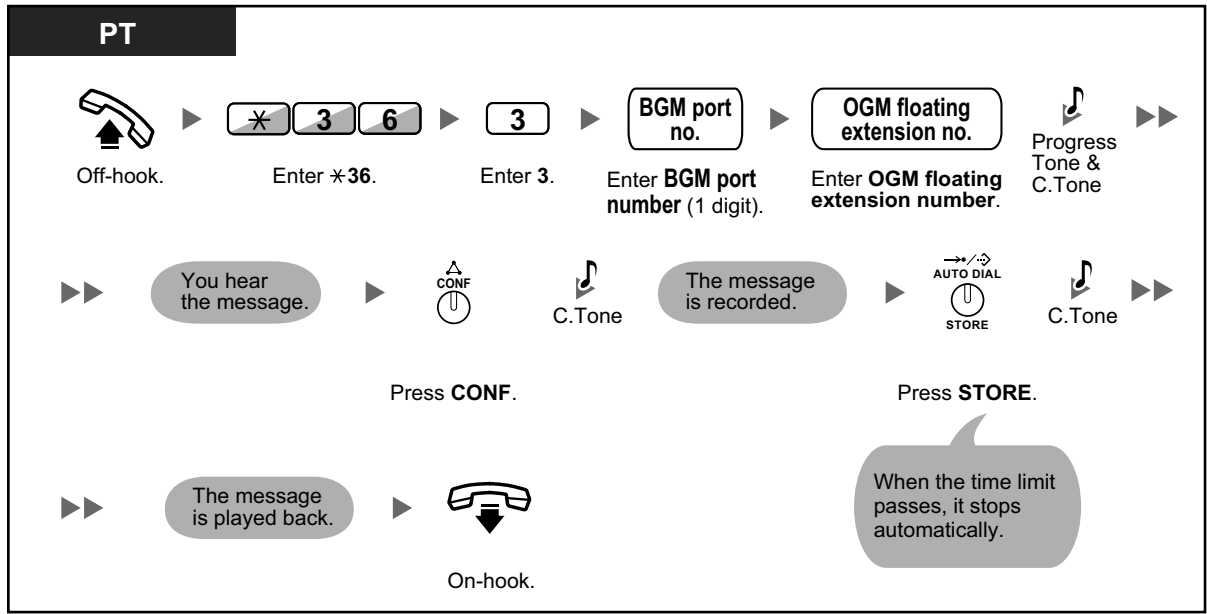
### To record



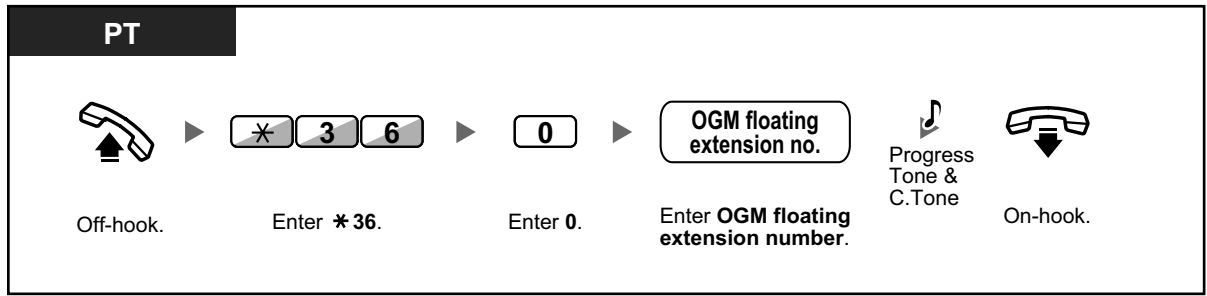
### To play back



To record from an external BGM (MOH) port



To clear the message



- The default of OGM floating extension numbers is 5xx (xx: two-digit number of message).