

# VOICEMAIL MAIN GREETINGS

## Main Greetings

Using soft keys (4 buttons below display)  
Press VMsg  
Press More  
Press Mgr  
Press Instr  
Enter Mailbox # to record  
    001 Day or 24/7 greeting  
    002 Night greeting ( if programmed)  
    003 Holiday or Optional greeting ( if programmed)  
Press Rec and record greeting press # when done

Repeat above for all main greetings.

## Holiday Override

Using soft keys (4 buttons below display)  
Press VMsg  
Press More  
Press Mgr  
Press More  
Press Sched  
    Enter Table Number 01  
    Override Mail Box is 003  
Press On or Off  
  
(System must be programmed for this feature to work)

## To Reset a Mail Box Password

Using soft keys (4 buttons below display)  
Press VMsg  
Press More  
Press Mgr  
Press Subs  
Enter Mail Box Number  
Press More  
Press Code

## To Record main greetings outside the office

Dial main telephone number

Press # when voice mail answers

Dial your mail box number (same as extension)

Dial your password

Press 0 (for the complete main menu of features)

Press 72 (for system manager)

Press 4 (for instruction menu)

Enter Mailbox # to record

001 Day or 24/7 greeting

002 Night greeting ( if programmed)

003 Holiday or Optional greeting ( if programmed)

Press 5 to listen

Press 7 to record

Follow prompts