

CHANGING THE AUTO ATTENDANT GREETINGS

All greetings in the Auto Attendant such as Day (1001), Night (1002), and Holiday (1003) (1004) Inclement Weather....and any others you may have (see original script for appropriate numbers) must be accessed through the supervisor box. Depending on your system the supervisor box number will be 0000. Its password is the same as the box number.

1. Push the Voicemail Button
2. Push the * (Star) Key
3. Enter #0000
4. When prompted enter the password 0000
5. Press 1
6. Enter the greeting you wish to rerecord 1001 (Day)
1002 (Night) 1003 (Holiday) 1004 (Inclement
Weather)
7. Press 3 to rerecord the greeting
8. When finished press the # pound key

To turn greeting alternate greetings on/off:

1. Push the Voicemail Button
2. Push the * (Star) Key
3. Enter #0000
4. When prompted enter the password 0000
5. Press 3 to “manually set mode”
6. Press “0” to select ALL PORTS (very important!)
7. Enter new mode number
 - 0 = normal mode
 - 3 =Holiday mode
 - 4 =Inclement weather mode
8. When system repeats mode number, you may hang up.
9. Wait 30 seconds and call into system to verify proper operation.

NOTE:

BOTH STEPS ABOVE CAN BE DONE FROM OUTSIDE THE OFFICE AS WELL. SIMPLY CALL THE MAIN NUMBER AND WHEN THE AUTO-ATTENDANT ANSWERS START AT STEP 3