

Instructions for Changing a Recording

- From outside the office, Dial the main number
- OR
- From inside the office, Dial 5 the voice mail extension (usually 5)
Press *
 - Enter your system administrator mailbox number (usually 199)
 - Enter the administrator password _____ , then press #
 - Press 9
 - Press 3 for recording options
 - Press 1 to make a custom recording
 - Enter the recording number ____, it will play the current recording.
 - Press 3 to erase and re-record your greeting.
 - Press # to finish recording
 - Press 1 to listen to your recording
 - After the recording plays, Press # to save and you will hear
"Greeting Saved"

You may want to dial the main number to ensure that your auto attendant is functioning as desired.