

Changing the Auto Attendant Greeting

1. Press the “**Intercom**” button and enter “**500**”
2. Ignore the computer voice asking for a password.
3. **Instead, press #6* 9981234 #**
4. The system will now say “**You have zero new messages**”
5. Press 5 (TVM50) to “**To Modify Message**”

NOTE! : DO NOT press 1 to Change the Company Directory

6. **Press 3** to “**Change Custom Service Menu**”.
7. **Press 1** for Custom Service Prompt (this is the main auto attendant greeting)
8. It will play your current auto attendant greeting (**please make sure it is the proper greeting BEFORE going to step 9**)
9. **Press 1** to change
10. **Press 1** to re-record
11. The system will say: “Record at the tone and press 1 to stop recording”.
12. After recording your greeting, you can press:
 - 1 to review
 - **2 to accept**
 - 3 to erase and try again
13. Hang up or press **Release** when done

Custom Service Menus

DAY Greeting Custom Service Menu: **1**

NIGHT Greeting Custom Service Menu: _____

Option _____ For: _____ Custom Service Menu: _____

Option _____ For: _____ Custom Service Menu: _____

Option _____ For: _____ Custom Service Menu: _____

Option _____ For: _____ Custom Service Menu: _____