



## To change the main voice mail greetings:

### **From within your office:**

1. Press the V-Mail button.
2. When the system asks for your password press \* # (pound) 0000
3. The system will ask for a password: "call us for the password"
4. Enter 1 to edit prompts.
5. Enter the prompt number:  
The OPEN greeting is: Prompt 1001  
The CLOSED greeting is: Prompt 1002  
The HOLIDAY greeting is: Prompt 1003  
The WEATHER greeting is: Prompt 1004
6. Press:
  1. To review current recording.
  2. DO NOT USE.
  3. To delete and re-record.
  - #. To save recording
7. Hang-Up

### **From outside your office:**

1. 1-xxx-xxx-xxxx
2. When the system asks for your password press # (pound) 0000
3. The system will ask for a password: "call us for the password"
4. Enter 1 to edit prompts.
5. Enter the prompt number:  
The OPEN greeting is: Prompt 1001  
The CLOSED greeting is: Prompt 1002  
The HOLIDAY greeting is: Prompt 1003  
The WEATHER greeting is: Prompt 1004
6. Press:
  1. To review current recording.
  2. DO NOT USE.
  3. To delete and re-record.
  - #. To save recording
7. Hang-Up



## To change the main voice mail mode:

### **From within your office:**

1. Press the V-Mail button.
2. When the system asks for your password press \* # 0000
3. The system will ask for a password: "call us for the password"
4. Enter 3 to change the mode.
5. Enter 0 for all ports.
6. Enter the mode number:
  0. Auto Mode (This will follow the Open/Closed setting on your phone)
    1. Open
    2. Closed
    3. Holiday
    4. Weather
7. Hang-up.

**NOTE- You need to return the voice mail to the AUTO MODE when the office opens for normal business.**

### **From outside your office:**

1. Call your main telephone number.
2. When the system answers press # (pound) 0000
3. The system will ask for a password: "call us for the password"
4. Enter 3 to change the mode.
5. Enter 0 for all ports.
6. Enter the mode number:
  0. Auto Mode
    1. Open
    2. Closed
    3. Holiday
    4. Weather
7. Hang-up.

**NOTE- You need to return the voice mail to the AUTO MODE when the office opens for normal business.**