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REMOTE PROGRAMMING OF A MAILBOX

USING A LANDLINE OR MOBILE PHONE : (AWAY FROM THE OFFICE)

CALL THE MAIN PHONE NUMBER OF VOICEMAIL, WHEN THE AUTO ATTEND GREETING STARTS:

PRESS THE STAR KEY, DIAL MAILBOX NUMBER_____, WHEN PROMPTED
ENTER THE PASSWORD _____, PRESS #....WHEN VOICE PLAYBACK STARTS PRESS FIVE (5) FOR MAILBOX PROGRAMMING.

YOU WILL BE PROMPTED TO: PRESS (1) TO RECORD THE PERSONAL MAILBOX

GREETING.

PRESS 1 TO SELECT "RECORD A GREETING", THEN PRESS # TO SELECT GREETING 1,
Or DIAL GREETING NUMBER 2 OR 3 THEN PRESS # (YOU CAN HAVE UP TO THREE DIFFERENT PERSONAL MAILBOX GREETINGS)

PRESS 1 TO RECORD THE GREETING, SPEAK AFTER THE TONE, PRESS 1 AT THE END OF YOUR RECORDING. THE NEW PERSONAL GREETING AUTOMATICALLY REPLACES THE OLD GREETING.

THE NEW GREETING PLAYS BACK, YOU CAN PRESS 1 TO RE-RECORD IT OR PRESS # TO SAVE IT.

EXIT BY HANGING UP.

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CHANGING THE PERSONAL MAILBOX GREETING ON YOUR ESI PHONE AT THE OFFICE

IT's EASY! AT YOUR PHONE, WHEN IT IS IDLE: PRESS THE "PROGRAM" KEY (48 KEY PHONE) Or "PROG/HELP" KEY (24 or 30D PH) THEN PRESS 1, PRESS # TO SELECT PERSONAL GREETING NUMBER 1, THEN LISTEN AND FOLLOW DIRECTIONS AT THIS POINT.

NOTE: YOU CAN HAVE UP TO 3 PERSONAL GREETINGS IN EACH MAILBOX.
WHEN PROMPTED, YOU NEED TO PRESS 2, THEN PRESS #, TO SELECT PERSONAL GREETING NUMBER 2 TO CHANGE IT OR PRESS 3, THEN PRESS #, TO SELECT PERSONAL GREETING NUMBER 3, TO CHANGE THAT GREETING.