

## AccuTel-Edens Telecom, Inc.

P.O. Box 12034  
Wilmington, NC 28405  
910-395-6166, 452-4129 (fax)  
www.phonemandan.com

### **Recording the Main Company Greeting on a SL1100/SL2100 System**

At Extension 101 (usually the receptionist)

1. Press VM: Button Under Display (voicemail)
2. Press 0 (for Main menu of features)
3. Dial 72 (for System administrator functions)
4. Press 4 (for Instruction menu messages)  
Enter 001 mailbox number (Daytime greeting)(Typically)  
or 002 (Night greeting)

Press 5 to listen to the current recording  
Press 7 to record the greeting  
Press 3 to listen to the current recording

HOLIDAY: If you have a company greeting already recorded in the Day Box (001) and another greeting recorded in the Night Box (002), you will need to do the above steps twice and change the greeting for both boxes. You will just record the same holiday greeting in each of the boxes 001 and 002.

When you come back from the holiday you will need to re-record your normal company greetings in both boxes 001 and 002.

## AccuTel-Edens Telecom, Inc.

**NEC**  
Authorized Reseller