PROGRAMMING AUTO ATTENDANT MAIN COMPANY GREETING: (ESI)

FROM ANY MULTILINE PHONE:

1) PRESS PROGRAM or PROG/HELP KEY, PRESS HOLD, DIAL 4 5 6, PRESS #
2) LISTEN TO MENU, PRESS 6, PRESS 1
3) HEAR "ENTER BRANCH ID" ENTER____, PRESS # (ie: 1=MAIN GREETING)(540=HOLIDAY)
       (OTHER BRANCH ID's, SEE BELOW)
4) FOLLOW INSTRUCTIONS FOR RECORDING GREETING:
      REMEMBER: PRESS 1 SPEAK AFTER TONE PRESS 1 AT THE END OF RECORDING
                     (SYSTEM WILL PLAY BACK YOUR RECORDING)
            REPEAT THE ABOVE STEP TO RE-RECORD GREETING
                  OR IF FINISHED PRESS # TO SAVE IT.

(YOU WILL BE ASKED TO RECORD THE DAY GREETING FIRST, THEN YOU WILL BE
   ASKED TO RECORD THE NITE GREETING, etc: PRESS # TO SKIP TO THE NEXT GREETING

WHEN YOU HAVE FINISHED, PRESS # UNTIL YOU GET BACK TO THE MAIN PROGRAMMING
MENU AND THEN HANG UP. ("for system function programming")

HOLIDAY MAIN GREETING: ENTER PROMPT 540 IN STEP 3 ABOVE. (FOLLOW SAME STEPS TO
RECORD YOUR HOLIDAY GREETING) **(THIS CAN ALSO BE USED AS A LUNCH GREETING)**
NOTE: YOU MUST ALSO MAKE SURE THE SYSTEM IS IN HOLIDAY MODE BY PRESSING THE
   DAY/NITE BUTTON (ON A DESIGNATED Esi PHONE) UNTIL THE PHONE DISPLAYS "HDAY" IN
THE TOP RIGHT CORNER OF THE DISPLAY). WHEN THE HOLIDAY IS OVER, GO BACK TO THAT
SAME PHONE AND PRESS THE DAY/NITE BUTTON UNTIL THE PHONE DISPLAYS *"DAY"* (or
"AUTO") IN THE TOP RIGHT CORNER. THE SYSTEM SHOULD NOW PLAY BACK YOUR NORMAL
MAIN CO. GREETING.
Notes: OTHER BRANCH ID'S YOU MAY NEED TO RE-RECORD ARE AS FOLLOWS: (Ask Our Techs About)

ESI- REMOTE SETTING OF HOLIDAY GREETING TO BE PLAYED

HOW TO RECORD THE HOLIDAY GREETING REMOTELY AND CHOOSE THIS GREETING TO
BE PLAYED:

1) CALL TO THE OFFICE ON A LINE THAT GETS ANSWERED BY VOICEMAIL.
2) AS SOON AS THE GREETING STARTS, DIAL * * 4 5 6 #, LISTEN TO INSTRUCTIONS.
3) PRESS 2 TO RECORD THE HOLIDAY MAIN GREETING (see notes below)
   FOLLOW THE INSTRUCTIONS TO RECORD GREETING, REMEMBER TO PRESS 1 AND
   SPEAK AFTER THE TONE, THEN PRESS 1 AT THE END OF YOUR RECORDING.
4) PRESS # TO SAVE YOUR RECORDING.
5) PRESS 1 TO CHANGE THE ANSWER MODE AND PRESS 3 TO MAKE THE SYSTEM PLAY
   THE HOLIDAY MAIN GREETING WHEN IT ANSWERS CALLS.
   (IF YOU WANT TO MAKE A DIFFERENT GREETING PLAY JUST CHOOSE THE PROMPT
    NUMBER STATED FOR THAT PARTICULAR GREETING)

NOTES: YOU CAN RE-RECORD OTHER MAIN GREETINGS TOO SUCH AS:
        DAYTIME (PROMPT 3), NIGHTIME (PROMPT 4), DAY2 (PROMPT 5)

   WHEN YOU ARE FINISHED, HANGUP AND CALL BACK TO MAKE SURE THE PROPER
   GREETING IS BEING PLAYED.