

Recording System (Company) Greetings (SVMi-E Series Only)

1. To enter Administration Mailbox:

- a. Press the **"MSG"** key from any phone.
- b. Press **"*"** to reach the main greeting.
- c. Press **"#" "000"** (Administration Mailbox)
**(NOTE: Depending on the phone system you may have, password may be "0000."
If (3) zeros doesn't work, try (4) zeros).**
- d. Enter **"password"** (See System Administrator).

2. Press **"1"** to edit system prompts.

3. Enter the **"prompt number"** to be recorded:

"1001" = Day Greeting

"1002" = Night Greeting

"1003" = Holiday Greeting

"1004" = Bad Weather Greeting

4. Follow the instructions.

5. When finished, press the **"#"** key.

(IMPORTANT STEP – or greeting WILL NOT be saved!)