

## 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!)**