

CHANGING THE AUTO ATTENDANT – MAIN GREETING

Log into your voice mail box

From the Mail Box main menu, press **72** for the **Supervisors Menu**

Press **4** for Instruction Menu

Enter **000** as the box number

Press **7** to Record the Instruction menu

If your company has a DAY / NITE Greeting then the procedure above is for the DAY. Use Box Number 001 for NITE