

CHANGING THE AUTO ATTENDANT – MAIN GREETING

DAY

From any Extension **Press 159**, wait for the Main Greeting, Press **#**, then enter **70** as the mail box, and **70** as the passcode

From the Mail Box main menu, press **6** for the **Supervisors Menu**

Press **2** for **Routing Box Options**

Enter **800** as the box number, then **1** to confirm when asked

Press **3** to **Modify**

Press **1** to **Change the Greeting**

Press **2** to **Re-Record the Greeting** – If asked, **Press *** for the current active Greeting

NIGHT

From any Extension **Press 159**, wait for the Main Greeting, Press **#**, then enter **70** as the mail box, and **70** as the passcode

From the Mail Box main menu, press **6** for the **Supervisors Menu**

Press **2** for **Routing Box Options**

Enter **801** as the box number, then **1** to confirm when asked

Press **3** to **Modify**

Press **1** to **Change the Greeting**

Press **2** to **Re-Record the Greeting** – If asked, **Press *** for the current active Greeting