

Change Flash Mail Greetings

To enter the System Administrator Mailbox:

Press the **voicemail key** on your phone or dial **253**.

When the system answers, dial *****

The system will ask you to press **#** if you have a mailbox on the system. Press **#**

The system will ask you to enter the mailbox **#**. Enter **# 0 0** which is the System Administrator Mailbox.

(Complete sequence is *** # # 00**)

The system will announce: "*Mailbox 00*"

When requested, enter the default password **1234**.

The System Administrator Mailbox menu will now play:

Dial **1** for System Greetings. The system will prompt you for the greeting number.

Enter **01** for the day greeting OR **02** for the night greeting. You will be prompted with the following three choices:

Press **1** to review - The greeting selected will be played.

Press **2** to record - You will be prompted to record the greeting selected in Step above. When you have finished recording, press **#** to save the recording.

Press **3** to delete – The system will announce that the greeting selected in Step 2 is deleted: "Greeting has been erased".

You may now:

Press *****to go back to Step 2 and select another greeting to work on.

Press ****** to return to the Administrator Options Menu.

Press ******* to exit the system completely.