

## **ECS Administrator Functions**

### **Recording the automated attendant greetings:**

**Dial 7000**

**Press #**

**Enter mailbox number (900 for day greeting or 905 for night greeting)**

**Press 3**

**Press 2**

**Press 2**

**Enter greeting number 1 and record**

### **Sample Greeting:**

**Thank you for calling XYZ Company. If you know your party's 3 digit extension number you may dial it at any time. For a company directory press \*, or remain on the line to leave a message in our general mailbox.**

### **System Administrator Mailbox:**

**Dial 7000**

**Press #**

**Enter mailbox number 201**

**Enter the password then press #**

**Press 4 for system management**

**Choose from:**

**1 to create a mailbox**

**3 to delete a mailbox**

**4 to erase a mailbox password**

**5 to set the voice mail time**