

Telephone System Administrative Mailbox

To Record the Automated Attendant Greetings:

- **Press the voice mail button**
- **Press the * key**
- **Enter mailbox number 500**
- **Enter password 500 then #**
- **Press 9 (you will not be prompted for this)**
- **Press 3**
- **Press 1**
- **Enter the desired greeting number:**

003 for the day greeting or 004 for the night greeting

- **Record and save your greeting as prompted**

Sample Day Greeting:

Thank you for calling the XYZ Company. If you know your parties extension you may dial it at any time. For a company directory press #, or remain on the line to speak with an operator.

Sample Night Greeting:

Thank you for calling the XYZ Company. You have reached our office after normal business hours. If you know your parties extension 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.

To Reset a Mailbox Password:

- **Press the voice mail button**
- **Press the * key**
- **Enter mailbox number 500**
- **Enter password 500 then #**
- **Press 9 (you will not be prompted for this)**
- **Press 2**
- **Enter the desired mailbox number**
- **Press 3 to reset the password**
- **Enter the new password and save as prompted**