

AXXESS

System Greetings

To change company greetings:

Press VOICEMAIL button OR dial voice mail extension _____

When system answers, press: * _____ (system admin box #)

Enter passcode: _____ #

Press: **9 3 1**

Enter the appropriate greeting number (**003** for day; **004** for night, etc.)

To erase and re-record, press **3**

To re-play new recording, press **1**

To accept the new recording, press **#**

003 - Day greeting:

"Thank you for calling _____. If you know your party's extension, you may dial it at any time. For our company directory, press pound. Or remain on the line and your call will be answered shortly."

004 - Night greeting:

"Thank you for calling _____. Our normal business hours are _____. If you know your party's extension, you may dial it at any time. For our company directory, press pound. Or remain on the line to leave a message in our general mailbox and your call will be returned on the next business day."