

## **TO RE-RECORD THE MAIN GREETING:**

Press the 1 button from any phone (or from outside the office, call into the main number)

When the greeting starts, press \* \* immediately followed by your administrator password (which is typically 456) followed by the # sign in relatively quick succession.

At this point, the built-in ESI system tutorial will assist you.

She will say "to change the answer mode press 1." This will be to change from DAY, NIGHT, HOLIDAY, AUTO etc. Typically, you will leave it in AUTO mode.

Then she will say "to record the HOLIDAY greeting, press 2. To record the DAY greeting, press 3, to record the NIGHT greeting press 4....."

Press the desired option.

The system will prompt you to press 1 to begin recording and 1 when you are done recording. When you are done, it will play the newly recorded greeting back to you and will prompt you to press # to confirm.

**NOTE: AS SOON AS YOU PRESS 1 TO BEGIN RECORDING, THE PRIOR RECORDING HAS ALREADY STARTED TO BE RECORDED OVER. IT CANNOT BE RETRIEVED. THUS, BE READY TO RECORD WHEN YOU PRESS 1.**

You can, of course, press 1 and re-record as many times as you want until it sounds the way you want it to. Be sure to press # to confirm the greeting once you are pleased with it.