

Feature 983

LOG: 120000 (2 digit ext's) or 1020000 (3 digit ext's) or 10020000 (4 digit ext's) or replace the 0000 with the password I gave you

Press **OK**

Press **AA**

Press **GRTG**

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<Display> **Greeting:**

Enter 1 for DAY Greeting --- Enter 2 for NIGHT greeting

Press **OK**

Press **REC** to record.

Wait for the tone!

Record your basic DAY Greeting, for example:

Thank you for calling <Company Name>. If you know your Party's extension, you may dial it at any time or press # for the directory. To reach the Operator, press Zero.

(Do Not record the Directory Options at this time.)

OR

Record your basic NIGHT Greeting, for example:

Thank you for calling <Company Name>. Our Office hours are Monday through Friday, 8:00 am to 5:30 pm Pacific Time. If you know your party's extension, you may dial it at any time or press # for the directory. To reach our General Delivery Mailbox, please press Zero.

(Do Not record the Directory Options at this time.)