**-System Manager Instructions For In-Mail**

**To Change the Main Company Greeting**

**Get in to your mailbox as you would normally**

**Press Soft key More then press Soft key Mgr**

**Press Soft key Instr**

**She will ask you to enter the mailbox number for the**

**Instruction menu**

**Dial 001 for the day greeting**

**Dial 002 for the night greeting**

**Dial 006 for override greeting (more about this later)**

**At this point you will see Soft keys for Listen –Record-Delete**

**Press record and enter the greeting using the handset. Press**

**Done when you are finished. Now you can go back and**

**Listen or Rerecord if necessary**

**To Delete a Security Code on an Extension**

**Get in to your mailbox as you would normally**

**Press Soft key More then press Soft key Mgr**

**Press Soft key Subs (for subscribers)**

**Enter the extension number of the mailbox with the Security Code to be deleted**

**You will see Soft keys for Msgs-Greet-RcName-More-pressing More brings you to Code**

**Pressing Msgs erases all messages, for that subscriber**

**Pressing Greet erases all greetings, for that subscriber**

**Pressing RcName erases the recorded name, for that subscriber**

**Pressing Code erase the Security Code, for that subscriber**

**At this point you can just hang up**

**To Set up an Override Greeting or Holiday**

 **Greeting**

**Get in to your mailbox as you would normally**

**Press Soft key More then press Soft key Mgr**

**Press Soft key More then Press Soft key Sched**

**Dial a 1 when asked for a table number**

**Press Soft key on to turn on Override (override stays on**

**until you go back in and turn it off)**

**Go to Instruction menu again (as you did when you put in the day and night greetings 001 and 002) and record a greeting in box 006.**

**To do this from off-site (as in closed due to bad weather):**

**Call the main number and when you get the company greeting**

**Dial # plus your extension number then dial 72 to get to in to**

**System Administrator Menu**

**Press 6 for answering schedule override**

**Press 1 when asked for table number. Follow prompts. Pressing 6 will toggle between on and off. Press # to exit. Now go to Instruction Menu by Pressing 4 go to 006 and press 7 to record override greeting “closed due to weather” or other greeting you want. This will be your greeting until you go back in and turn it off either on site or off.**

**Most of this can be done by just following the prompts. There are a few things like the “72” and the table number “1” that you will need to know and are not prompted. Also you will notice that once you dial the “72” you can also go in and change the main company greeting (001, 002) or go in to the Subs menu and change things there also. Not that you would but it’s available.**