

VODAVI DIGITAL DISPATCH:
MENU RECORDING CHANGES

1. PRESS VOICE MAIL BUTTON
2. ENTER YOUR PASSWORD
3. DIAL 7
4. ENTER PASSWORD 2275 OR 8991
5. PRESS 1 – TO RECORD PROMPT
6. PRESS 1- TO EDIT MENU PROMPTS
7. ENTER MENU #
8. LISTEN TO PROMPTS AND ALWAYS WRITE DOWN WHAT EACH MENU SAYS BEFORE CHANGING. ALSO MENU #'S START AT 100 AND GO UP FROM THERE. 100 USUALLY IS DAYTIME AND 104 IS USUALLY THE NIGHT MENU.