

VODAVI IN-SKIN PERSONAL GREETING RECORDING CHANGES

1. PRESS VOICE MAIL BUTTON (USUALLY LABELLED V.M.)
2. ENTER YOUR PASSWORD
3. DIAL 3
4. PRESS 1 TO EDIT GREETING
5. PRESS 1 – TO EDIT STANDARD GREETING
6. PRESS 1 – TO REVIEW GREETING
7. PRESS 2 – TO RE-RECORD GREETING
8. PRESS 3 – TO ERASE GREETING

VODAVI IN-SKIN V.M. RECORDING CHANGES

- 1 HIT VOICE MAIL
- 2 WHEN V.M. PICKS UP PRESS *, #
- 3 ENTER MAILBOX # 00
- 4 ENTER 9 # 56 WHEN REQUESTED FOR SYSTEM PASSWORD
- 5 PRESS 1 TO ACCESS SYSTEM GREETINGS
- 6 ENTER DESIRED GREETING NUMBER 01-09 (DAY GREETING IS 01)
- 7 PRESS 1 TO REVIEW DATA, 2 TO RECORD AND 3 TO DELETE
- 8 PRESS * TO GO BACK TO DESIRED MENU GREETING NUMBER
- 9 PRESS ** TO RETURN TO THE ADMINISTRATIVE OPTION MENU
- 10 PRESS *** TO EXIT THE SYSTEM COMPLETELY

REMOTE STS IN-SKIN V.M. MAILBOX MESSAGE RETRIEVAL

1. DIAL INTO VOICE MAIL
2. WHEN V.M. PICKS UP DIAL *, #
3. THEN ENTER MAILBOX NUMBER
4. ENTER PASSWORD
5. PRESS 1 TO LISTEN TO MESSAGES