

Holiday/Inclement Weather

Wednesday, September 22, 2010
10:18 PM

Recording Holiday/ Inclement Weather Greeting

1) To record and enable menu from your office: Press your *VMsg* button.

OR

To record and enable menu from a remote location: Call your main office number and at main greeting press # and your *mailbox number*.

- 2) Press *724*
- 3) Press *004* for Holiday/ Inclement Menu.
- 4) Press *7* to start recording and press # when finished.
- 5) Press *5* to listen to your recording. If you wish to rerecord, repeat step 4. If you are satisfied with the recording press #.
- 6) Hang up when finished.

Enabling Holiday/ Inclement Weather Greeting

1) To record and enable menu from your office: Press your *VMsg* button.

OR

To record and enable menu from a remote location: Call your main office number and at main greeting press # and your *mailbox number*.

- 2) Press *726*.
- 3) Enter *1* for Table number.
- 4) Press *6* to enable Holiday/ Inclement Menu.
Listen to instructions to be sure that override mailbox *004* is on.
- 5) Hang up when finished.

To Disable Holiday/ Inclement Weather Menu and Resume Normal Day/Night Greeting

1) To record and enable menu from your office: Press your *VMsg* button.

OR

To record and enable menu from a remote location: Call your main office number and at main greeting press # and your mailbox number.