Intramail - Recording Greetings

Wednesday, September 22, 2010
10:16 PM

1) Press *VMsg* key.

2) Enter *724*.

3) Press *Instr* in display.

4) Enter greeting number.
   001 - Day greeting
   002 - Night greeting
   003 -

5) Press *Rec* to start recording. Press # when finished.

Recording General, Department, and Guest Mailboxes

1) Press *700*.

2) Enter Mailbox number.

3) Press *Greet* in display.

4) Press *GR 1* for greeting 1.

5) Press *Rec* to record. Press # when finished.

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.

Changing Settings in Mailbox from Admin

Thursday, September 23, 2010
8:07 AM

1. Press *VMsg* key. The mailbox must have System Administrator enabled. By default mailbox 301 has Administrator rights.
2. If you have a security code enter your security code
3. Press 72 for Administrator functions
4. Press 7 for Subscriber Maintenance
5. Enter the Mailbox number
6. To Erase all Message press 32
7. To Erase the Greeting press 34
8. To Erase The Mailbox name press 36
9. To Erase the Security code dial 7
10. The Record a new Name press 6
11. To Exit press #