

# SV Series InMail - Record System Greetings

## **From the System Administrator Extension:**

- 1) Press the Vmsg key
- 2) Press 72 for System Administrator Options
- 3) Press 4 for Instruction Menu Messages
- 4) Enter the mailbox number, IE, 001, 002, 003, 004
- 5) Press 7 to record and #(pound) when finished.

## **If not at the System Administrator Extension:**

- 1) From any phone in the office, dial ext 500
- 2) Enter the system Administrator Extension
- 3) Press 72 for System Administrator Options
- 4) Press 4 for Instruction Menu Messages
- 5) Enter the mailbox number, IE, 001, 002, 003, 004
- 6) Press 7 to record and #(pound) when finished.

## **If you are calling in from outside the office:**

- 1) Dial the office phone number or backdoor number
- 2) When Voicemail answers, press #(pound)
- 3) Enter the system Administrator Extension
- 4) Press 72 for System Administrator Options
- 5) Press 4 for Instruction Menu Messages
- 6) Enter the mailbox number, IE, 001, 002, 003, 004
- 7) Press 7 to record and #(pound) when finished.

## **To Activate Schedule Override Greeting (Emergency Greeting):**

*Schedule Override is used primarily as an 'Emergency' greeting. Instead of rerecording the day and night greetings to indicate that you'll be closed due to weather, company meeting, etc, you can activate the Schedule Override greeting and then simply turn it off when normal office hours resume.*

Access System Administrators mailbox  
Enter in security code  
Dial (72) for System Administration  
Dial (6) for Schedule Override  
Enter the Table number, 1  
Dial (6) to turn Schedule Override On/Off

Mailboxes

001 – Day Greeting

002 – Night Greeting

003 – Override Greeting

004 – \_\_\_\_\_

005 – \_\_\_\_\_

\_\_\_ – General Mailbox