

## RECORDINGS

*The following instructions will guide you through the process of changing your Main Greeting.*

1. Press **PROGRAM** on your keyset. The normal station programming menu prompts will begin to play.
2. If you are using a 16-Button keyset, press **PARK** and the enter password prompt will play.  
**-OR-**  
If you are using a 24-Button or 48-Button keyset, press **HOLD** and the enter password prompt will play.
3. Enter the Administrative Password (**DEFAULT: 456**) followed by #. You will now be in programming mode and the system programming menu will play.
4. Press **6** to edit recordings followed by **1** to re-record system and auto attendant branch prompts.
5. Press **1** to edit main branch prompt (Main Greeting) followed by #.
6. Press **1** to begin recording. Press **1** to finish recording. You will then be given the option to listen to the greeting you just recording and re-record if desired.
7. Press # to confirm your new greeting.
8. After recording the Day Greeting, you will then be given the opportunity to edit the Night Greeting. Repeat steps 6 and 7 to edit the Night Greeting.

### *To edit Holiday Greetings:*

1. Begin by completing steps 1 through 4.
2. Press **540** to edit Holiday Greeting followed by #.
3. Press **1** to begin recording. Press **1** to finish recording. You will then be given the option to listen to the greeting you just recording and re-record if desired.
4. Press # to confirm your new greeting.