

## RECORDINGS

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

1. Begin by pressing the **MESSAGE** button on your keyset followed by **\***.
2. You will then be redirected to the Main Menu. Press the **#** key immediately followed by **0000** to continue.
3. When prompted, enter the administration password (**DEFAULT: 0000**) specified in System Wide Parameters. You will be presented with System Administration.
4. Press **1** to edit system prompts.
5. Follow the spoken instructions to edit system prompts.

*At the very least, you will probably need to create the following:*

1. Day Greeting = Prompt 1001
2. Night Greeting = Prompt 1002
3. Holiday Greeting = Prompt 1003
4. Emergency (Bad Weather) Greeting = Prompt 1004

Only prompts above prompt #1000 may be recorded using the DTMF system administration. To record prompts lower than #1000 (system prompts), you must use the Voice Studio Administration Tool.

**NOTE:** When a prompt has been recorded, sometimes there is some ambient noise (big breath) at the front or back that needs to be trimmed.

1. Press **4** and select trim mode. You may now trim small amounts of 'noise' from the front or back of the voice prompt.
2. Repeatedly press **1** to trim small amounts from the front of the recording or **2** to trim small amounts from the back of the recording until the prompt sounds clean.
3. Press **#** when to finish.