

Recording the NEC In-Mail Auto Attendant Greetings

(All recordings or mode changes must be from the System Administrators phone)

1. Recording the Day/Night/Override Greeting

- Press the **Message** key
- Press **72 (SA)** for the **S**ystem **A**ddministrator menu.
- Press the **Instr** Soft Key, for the Instruction Menu Messages.
- Enter the mailbox number for the **Day Greeting**, (usually **001**) **Night Greeting**, (usually **002**) or the **Override Mailbox** (usually **003**)
- Follow the prompts to Listen (**Lstn**), Record (**Rec**) or **Erase** the greeting.
- To record the greeting press the **Rec.** Soft Key
- Press the **Done** Soft Key or the **#** Key when finished recording.
- Press the **Lstn** Soft Key to review, Press **Rec** to rerecord or
- Press the **Exit** Soft Key and Hang Up

2. Activating the Override Greeting (used for Holiday Greetings or unexpected Weather Closings)

- Press the **Message** key
- Press **726 (SAO)** for the **S**ystem **A**ddministrator, Answering Schedule **O**verride menu.
- Enter the Table Number **1**
- The Display/Prompts gives the information about the Answering Schedule Override, you may turn the mailbox **On/OFF** or change the Mail box number (**MBOX**) (usually **003**)
- To turn On, press the **On** Soft key. (be sure the greeting for the override mailbox is recorded)
- Press the **Exit** Soft Key and Hang Up
- This Override greeting will answer until you reenter the System Administrator Override menu and press the **Off** Soft Key.

3. Manually switching Day/Night Modes

- Press the **Speaker** Button
- Dial **718**
- Dial **1** for Day or **2** for Night (hear beep/beep/beep tone)
- Check Display if in Night Mode the display will show <Night>