



CHANGING VOICE MAIN GREETINGS – VERTICAL

Press **1** for Mailbox administration
Press **2** Routing box administration
Enter box number **800**=day
Enter **1** to confirm box number is correct
Enter **3** to modify
Enter **1** to change greeting
Enter **1** to hear the greeting (or)
Enter **2** to re-record the greeting
Enter the greeting number (or press the star key for the current active greeting)
Press the star key This is the standard greeting that plays every day is greeting number **0**
Special Greetings are number **1, 2, or 3**

Your night greeting is in box **801**

Follow the same steps but where you enter box number **800** above to change the day greeting enter **801** to change the night

From the office it is the same steps but instead of calling the main number you Press the v/mail from your display press # when system ask for your password at the beginning of the greeting "if you know the ext" press # again system will then ask for your box number and you enter box 70 and password 70 follow steps above

Routing Box 801

This will have to be changed for the physician on call. In this greeting it says press **1** for the on call physician. There are 3 on call physicians. We need to change the routing of digit **1** to go to the appropriate mailbox.

Mailbox **152** is Wendy

Mailbox **153** is Brian

Mailbox **154** is Sylvia

You will need to press the voice mail button from any phone, when it prompts you for the password press **#**.

Then when it prompts you to please hold while I transfer your call press **#**.

It will ask you to enter the mailbox number

Enter **70**

It will ask you for the password

Enter **70**

As soon as you hear you have no messages

Enter **6**

Enter **2** for Routing Box administration

Enter **801**

It will ask you if this is correct

Enter **1** for yes

Enter 3 to modify
Enter 2 to change the routing
You will then hear the current designation is (152) if you would like to change this press 1.
Enter 1 and it will prompt you to please enter the new designation. This is where you would enter 152 for Wendy or 153 for Brian or 154 for Sylvia.