



309 Grand Avenue * Brooklyn, NY 11238
 718-230-9292 Voice & 718-230-9200 Fax
 www.Compu-Phone.net

Changing a greeting:

1. Press intercom
2. Enter Voice Mail Pilot (normally 0, 100, 750 or 850)
3. Press # (pound)
4. Press * (star)
5. Press mailbox number

Either personal mailbox or see chart below for company mailboxes

6. Enter security code
7. Press #
8. Press 2 to manage mailbox
9. Press 1 to select a greeting
10. Select greeting 1-7 (usually 1 has main greeting)

For Holiday use it is advisable to select and record an unused greeting (2-7). After the Holiday, greeting 1 can be reselected without having to rerecord the greeting.

11. Press 2 to record greeting

After any recording you can Press....:

- 1 = Review
- 2 = Rerecord
- 3 = Add to end of recoding
- 4 = Cancel & rerecord
- 9 = Save

Mailbox Number	Security Code	Title of Mailbox	Greeting Number (1-7)	Greeting
990	990997, 990, 9991	Introduction		
991	991997, 991, 9911	Instructional		