

Change Customer Greetings

For best results message recording should be performed using handset or headset, not speaker phone.

Record new day message:

Dial 509

Dial *# 502

Enter password 0000

Dial 0 5 7 3

Record new message

Press 2 to stop recording

Press # to save

or 3 to discard and re-record

Hang up when done

Record new night message:

Dial 509

Dial *# 501

Enter password 0000

Dial 0 5 7 3

Record new message

Press 2 to stop recording

Press # to save

or 3 to discard and re-record

Hang up when done

Record new queue messages:

Dial 8800

Enter password 0000

Press 1

Dial 1101

Press 3

Record new message: eg- Thankyou for calling, we're all busy taking other calls, please hold the line and we will be with you shortly

Press 2 to stop recording

Press # to save

or 3 to discard and re-record

Dial 1102

Press 3

Record new message: eg- Sorry were all still busy please continue to hold or press 1 now to leave a message

Press 2 to stop recording

Press # to save

or 3 to discard and re-record

Hang up when done