

## **AVP II**

# **VOICEMAIL RECORDING THE MAIN GREETING, DAY, NIGHT AND DIRECOTRY**

1. DIAL 450 ON YOUR KEY PAD, MAKING SURE THAT YOUR HANDSET IS IN THE CRADLE OF YOUR TELEPHONE.
2. YOU WILL HEAR YOUR GREETING PLAY, DURING THIS GREETING DIAL THE NUMBER 8 ON YOUR KEY PAD.
3. THIS SHOULD PROMPT YOU FOR A PASSCODE. THE ADMIN PASSCODE IS: 2275.
4. THIS WILL GET YOU IN TO THE RECORDING FEATURE OF YOUR VOICEMAIL SYSTEM AND YOU CAN FOLLOW THE PROMPTS TO RECORD YOUR GREETING.

PLEASE NOTE: YOU MUST DO THIS DURING YOUR PRESET DAY HOURS IN ORDER TO RE-RECORD YOUR DAY GREETING AND YOU MUST DO THIS DURING YOUR PRESET AFTERHOURS IN ORDER TO RE-RECORD YOUR NIGHT GREETING.

SO IF YOU HAVE TO RECORD YOUR NIGHT GREETING, YOU WILL NEED TO WAIT UNTIL YOUR VOICEMAIL SYSTEM HAS TURNED OVER TO NIGHT MODE.