

TALKPATH AND DISPATCH VOICEMAIL RECORDING THE MAIN GREETING, DAY, NIGHT AND DIRECOTRY

1. GO INTO *YOUR PERSONAL VOICEMAIL* BOX AND ENTER *YOUR PERSONAL PASSOWRD*.
2. ENTER 7 ON THE KEYPAD.
(ADMIN OPTIONS, IT MAY NOT PROMPT YOU.)
3. ENTER THE ADMIN PASSCODE: 2275.
4. CHOOSE OPTION 1 (FOR RECORD PROMPTS)
5. CHOOSE OPTIONI 1 (FOR EDIT PROMPTS)
6. ENTER THE MENU NUMBER OF THE GREETING YOU WOULD LIKE TO RERECORD. EXAMPLE: 100 DAY, 101 DIRECTORY, 120 NIGHT. YOU WILL HAVE TO HIT # AFTER YOU ENTER THE MENU NUMBER. (YOU MAY HAVE TO LISTEN TO ALL THE MENU #'S 100-120 ETC, IN ORDER TO FIND THE CORRECT MENU NUMBER TO RERECORD.)
7. ENTER 1 (FOR PLAY PROMPT)
8. ENTER 2 (FOR RERECORD PROMPT)
9. ENTER 3 (FOR DELETE)