

## Operator Voice Mail

### **1) To Record Greetings**

Dial "633"

Enter Password (Default for mailbox is "0000")

Dial "7"

Dialing 7 takes you to the administrator's menu

Enter Password for Administrator "2275"

Dial "1"

Dial "1"

Dial "100 #" Day Greeting

Or

Dial "102 #" Staff List Greeting

Or

Dial 103 # Holiday message

To Record Greeting Dial "1" and then follow the prompts

### **2) To Record Messages in Absences and Community Ed's Mailboxes**

Dial "733"

Dial 701 or 702

Dial #

Dial Password for either mailbox ('0000' is default)

Follow prompts to record Greeting

### **Main menu setup**

