

## InMail Auto Attendant

### **Main Greeting**

#### **To access the help menu**

1. From 101 press the message key.
2. When in the mailbox press [More] softkey, then press [Mgr] softkey to access the system admin.
3. Dial 0

#### **To record Main greeting**

1. From 101 press Message key
2. When in mailbox press [Mgr] soft key to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 001.
4. Press [REC] softkey and record Day main greeting.
5. Press [Exit] when done and hang up.

#### **To record directory greeting if you don't want to use the default.**

1. From 101 press Message key
2. When in mailbox press [Mgr] soft key to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 004.
4. Press [REC] softkey and record directory greeting.
5. Press [Exit] when done and hang up.

#### **To record Night greeting**

1. From 101 press Message key
2. When in mailbox press [Mgr] soft key to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 002.
4. Press [REC] softkey and record Night main greeting.
5. Press [Exit] when done and hang up.

#### **To record Weekend greeting (If Needed)**

1. From 101 press Message key
2. When in mailbox press [Mgr] soft key to access system admin.
3. Press [Instr] softkey, when prompted for box number enter 003.
4. Press [REC] softkey and record Weekend main greeting.
5. Press [Exit] when done and hang up.

### **Mailbox Administration**

1. From 101 press Message key
2. When in mailbox press [Mgr] soft key to access system admin.
3. Press [Subs] softkey
4. Enter the extension number of the mailbox
5. Make your selection from the options on the screen.