

## Recording System (Company) Greetings (SVMi-E Series Only)

1. To enter Administration Mailbox:

- a. Press the **"MSG"** key from any phone.
- b. Press **"\*"** to reach the main greeting.
- c. Press **"#" "000"** (Administration Mailbox)  
**(NOTE: Depending on the phone system you may have, password may be "0000."  
If (3) zeros doesn't work, try (4) zeros).**
- d. Enter **"password"** (See System Administrator).

2. Press **"1"** to edit system prompts.

3. Enter the **"prompt number"** to be recorded:

**"1001"** = Day Greeting

**"1002"** = Night Greeting

**"1003"** = Holiday Greeting

**"1004"** = Bad Weather Greeting

4. Follow the instructions.

5. When finished, press the **"#"** key.

**(IMPORTANT STEP – or greeting WILL NOT be saved!)**