



How to Record the Main InMail Greeting

This is not for the personal mailbox greeting/message

- *From the System Administrator's Phone (Normally 101)
- Press **MSG** Key
- Dial **7 2** (SA) and Follow Prompts Carefully
- Dial **4** (I) Instruction
 - Enter **001** For **Day Greeting**
 - Enter **002** For **Night Greeting**
 - Enter **003** For **Directory Greeting**
 - Enter **008** For **Override Greeting**
- Press **7** (R) to Record
 - After Recording Greeting, Press Pound (#) - this will end the recording.

*If not at the System Administrator Phone Dial 299 & enter the System Admin's Extension Number (Normally 101) - then follow the above instructions.

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