



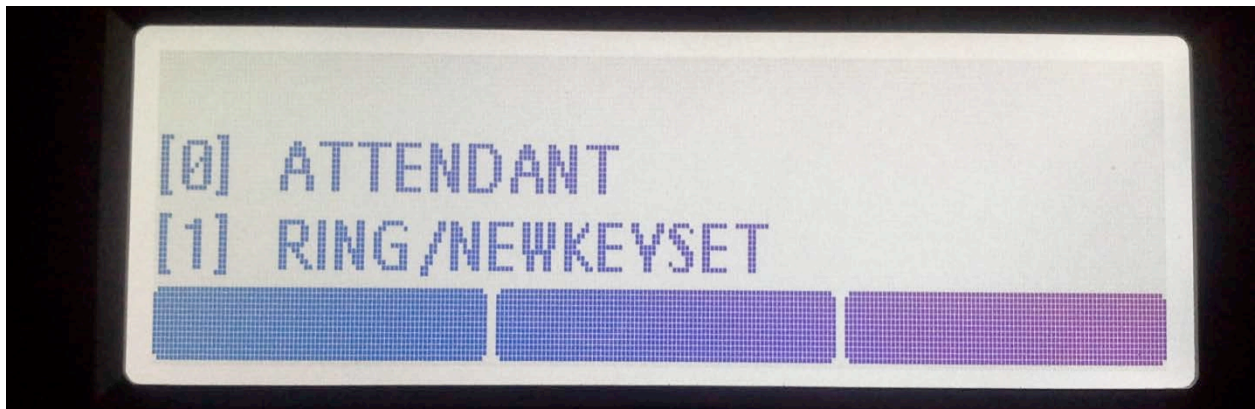
iPECS

Voice Mail Admin Doc.

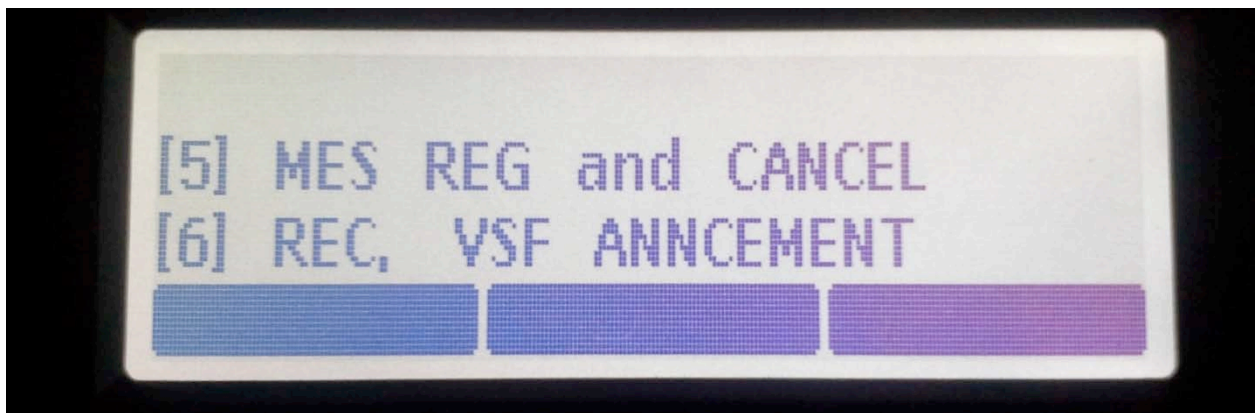
To Record main or holiday auto attendant greeting

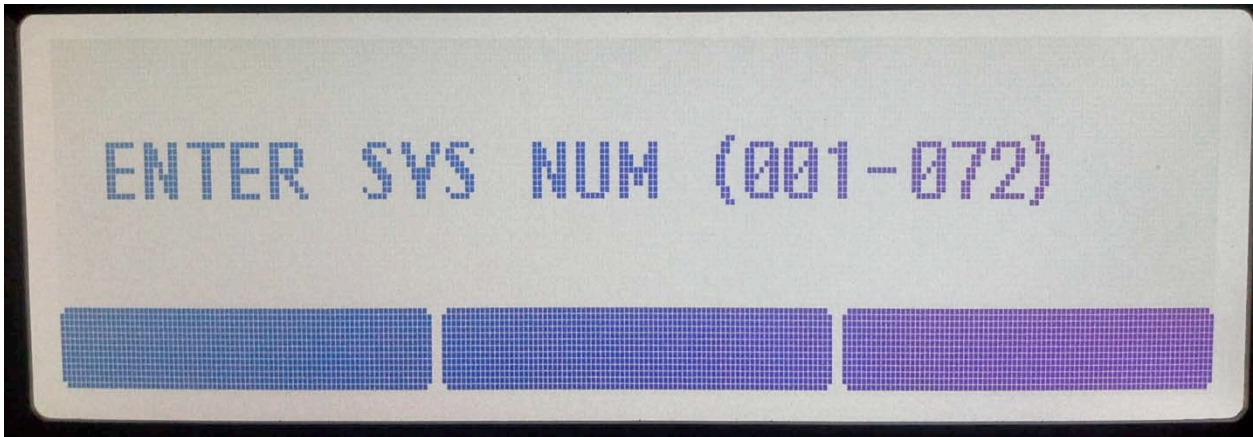
From Attendant phone only, Press **Trans/Prg** button

Press **0** for **Attendant Features**

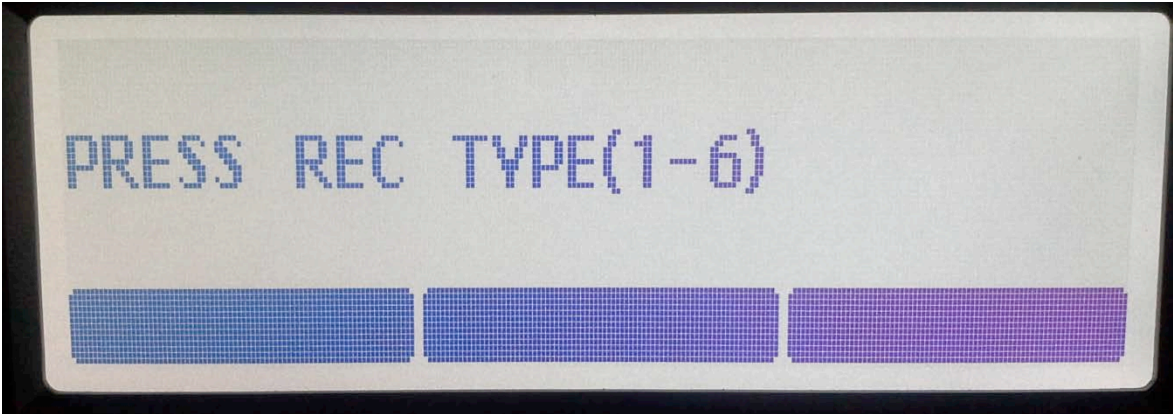


Scroll down or Press **6** to **REC. VSF announcement**

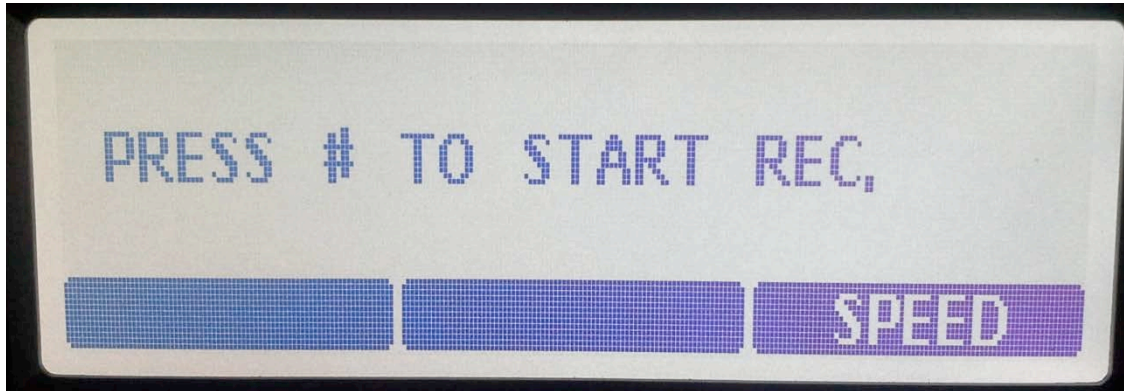




Enter **001** for Day Greeting or
002 for Night Greeting or
003 for Holiday Greeting or



Press **1** for Record Type



System will play current message. When you are ready to record new message,

Lift handset Press # and record your message. Press **HOLD/SAVE to stop the recording.**

When finished hang up the handset.

Note Be prepared and have a script to read from. This procedure should be done from a quiet location

To Enable Holiday Greeting

From Attendant phone only, Press **FWD/DND** button

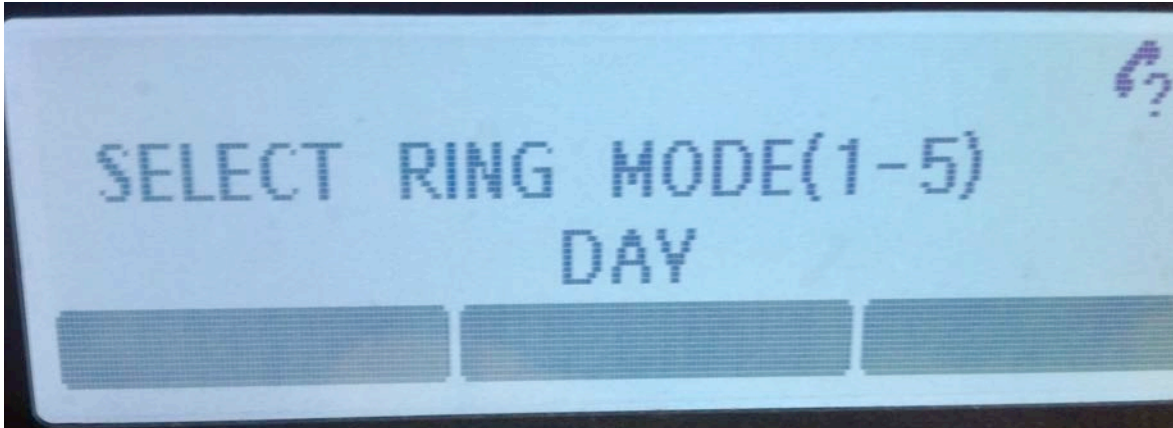


Press **3** for Timed Ring Mode (Holiday Message)

Press **Hold**

To Return to Normal Day/Night Ring Pattern

From Attendant phone only, Press **FWD/DND** button



Press **1** for Daytime Operation or

Press **2** for After Hours or

Press **4** for Auto Ring mode

Press **Hold**