



**GREET** this will allow you to change or re-record you company greetings.

- Press the **GREET** softkey.
- You will hear “The system is day/night mode would you like to switch to holiday mode?” If you want to change your day or night greeting answer NO to this question.
- **NOTE:** Holiday mode allows you to record a greeting that will play 24 hours a day until you revert back to the day/night greeting. You would answer yes to the above question you will then hear “Would you like to change the greeting for opening box?” answer yes you will hear the current holiday greeting if one has been recorded, then be prompted to record your greeting, you may press the pound key to start the recording process over or press the star key when you are done recording. You will have to repeat the above steps if you would like to hear your recording after pressing the star key.
- If you answer no to the above question you will hear “Would you like to change the greeting for opening box” answer yes to change the main day/night greetings.
- Now you will hear “ The current day greeting is ..... would you like to change it?” if you answer yes you will be prompted to record the greeting press the star key when done recording or you can press the pound key to start over. After the day greeting is recorded you will hear “the current night greeting is .....” “Would you like to change it?” **NOTE:** that if you do not want to change the greetings just answer NO when asked if you would like to change it.

**SCHED** This option will allow you to change the voicemail system clock, date and the schedule range for day and night modes.

- Press the **SCHED** softkey.
- You will hear “The system clock is set to.....” “Would you like to change it?”
- If you enter yes you will hear “enter the new clock time to the minute. Press star when you are finished” You will do this by using the keypad.
- After entering the new time you will then hear “press 1 for AM or 2 for PM” you will then hear the correct time and you will be asked again if you want to change it. Answer NO
- Now you will hear “the date is set to .... Would you like to change it?” if you answer yes you will hear “Enter the month of the year as number from 1 to 12; where January is 1 and so on”
  - “enter the day of the month as number from 1 to 31.”
  - “Enter the year as a four-digit number”
  - “the date is set to .....” Confirm this and the answer NO when asked if you would like to change it.”
- Now you will hear “ would you like to change the schedule range”

**NOTE:** please contact **Batts Communications at 816-353-4884** before attempting to change the schedule.