Accessing Auto Attendant (Main Greeting)

- **Press button labeled MSG or VMMSG**
  (You will be prompted to enter password)

- **Press * button for password**
  (You will hear company main greeting)

- **Press #0000**
  (You will be prompted to enter password)

- **Press 0000 for password**
  (You will hear to edit system prompt enter 1)

- **Press 1**
  (Enter prompt number)

- **Enter the prompt number technician gave to you**
  (Default prompt numbers: 1001 Day
                                        1002 Night
                                        1003 Holiday
                                        1004 Weather)

- **Press 1 to listen to message**
  (If the message is correct)

- **Press 3 to discard and rerecord message**
  (When finished with message)

- **Press 1 to listen to new message**
  (If new message sounds good)

- **Press # to save**

- **Then Hang Up and you are finish**