

Recording the Holiday Greeting

This function can be performed from any ESI digital or IP telephone. Remember to always use the handset not hands free when recording for greater sound quality.

Press: PROGRAM button then the HOLD button

Dial: Enter the Administrator Password 456 then press the # button

Dial: 6, 1, 5, 4, 0, # it will play the current greeting.

Press the 1 to record your new greeting, when you hear the beep, start speaking the greeting and when finished press 1 again. The telephone will playback your new recording to listen so you can either change or save. If you like the recording, press #, then hang-up. Your holiday greeting is now recorded and ready for use.

Now that it is recorded, in order activate the holiday greeting, it is best to activate the end of the business day prior to such holiday by pressing the "DAY/NGT" button on the designated telephone repetitively until the display shows "HLDY".

After the holiday is over and the start of the next business day, you will need to return your telephone system to the standard greetings by pressing the "DAY/NGT" button until the display shows "AUTO".

Thanks,
Paul