

Main Greeting	Script message number 00	Time Frame _____
Menu Choices	EOM =	
1	_____	GoTo _____
2	_____	GoTo _____
3	_____	GoTo _____
4	_____	GoTo _____
5	_____	GoTo _____
6	_____	GoTo _____
7	_____	GoTo _____
8	_____	GoTo _____
9	<u>Retreive messages</u>	GoTo <u>Mailbox</u>
0	<u>Transfer the call to operator</u>	GoTo _____

Night Greeting	Script message number 10	Time Frame _____
Menu Choices	EOM =	
1	_____	GoTo _____
2	_____	GoTo _____
3	_____	GoTo _____
4	_____	GoTo _____
5	_____	GoTo _____
6	_____	GoTo _____
7	_____	GoTo _____
8	<u>Return to opening menu</u>	GoTo <u>Script 10</u>
9	<u>Retreive messages</u>	GoTo <u>Mailbox</u>
0	_____	GoTo _____

Menu Events

- | | | |
|-----|---|---|
| 112 | Play opening script message | plays the main greeting to caller |
| 117 | Play a specific script message | plays a specific message to the caller |
| 118 | Play another script message in another language | plays message in another language |
| 120 | Transfer the call to an extension | transfer caller directly to assigned extension |
| 130 | Transfer the call to a mailbox | transfer caller directly to assigned mailbox |
| 125 | Transfer the call to the operator | transfer caller directly to operator |
| 140 | Disconnect the call | hang-up on caller |
| 150 | Leave message in selected mailbox | allows caller to select mailbox to leave message |
| 160 | Retreive message from selected mailbox | allows caller to retreive message from select mailbox |
| 170 | Direct dial an extension | allows call to direct dial any extension |
| 111 | Play the directory listing | plays the directory menu for caller |

How to record greeting

Dial into voicemail system from any phone Inside # _____ Outside # _____
 If auto login is on enter password then exit to main greeting by pressing 9
 While listening to greeting dial * 900, when asked enter password (default=1234)
 To record a script message dial * 100 + 00 (script number) RECORD MESSAGE then press #
 To Listen to message dial * 101 + 00 (script number)