

Ipitomy Voicemail

Recording Main Greetings

Recording main greetings from inside the office:

1. Dial the menu number
2. Press send
3. When you hear the greeting you want to record dial **22222**

Menu administration

Press announcement number **1** **(Default = 0)**

Press **1** listen

Press **2** record and Press # When Finished Recording

Press **3** Enable

Press # Return to Previous Menu

Menu Numbers:

Day: 1001

Night: 1002

After you record make sure that you **enable** the new announcement for use by pressing 3. The system will then tell you that it is set for Announcement 1 (this should be the one you just recorded unless you are preparing for a holiday or other specialized announcement).

In order to record the greetings while away from the office:

Call the office and when voicemail answers dial **22222** then following the above directions starting at number 3 instruction.

If you are calling at night and want to record the day greeting, when voicemail answers *press 9* to hear the day greeting and then follow the instructions above from the number 3.

If you are calling during day and want to record the night greeting, when voicemail answers *press 9* to hear the night greeting and then follow the instructions above from the number 3.

For a complete user guide please go to our website

www.emibusiness.com

and download quick reference and user guides from the Guides and User info page.



EMI Business Communications Inc.

(615) 883-1160