



Toshiba Strategy Greeting Recording Instructions

HOW TO RECORD AUTO-ATTENDANT GREETINGS:

- ◆ Dial Voice Mail extension 500, when asked for security code press #
 - ◆ When Auto-attendant (Main Greeting) answers, press *
 - ◆ System will ask you to enter the User ID: dial 990# (or some greetings are recorded in 991#)
 - ◆ System will ask you to enter the security code: dial 990# (or 991#). *If this is incorrect, try adding 997 to the code (example – 990997#)*
 - ◆ Press 3 to Manage Mailbox
 - ◆ Press 1 to Change Your Greeting
 - ◆ Select a Greeting (1 is usually for Day Greeting, and 2 for Night; these are usually pre-programmed to change at a certain time of day)
 - ◆ Press 2 to Record New Greeting
- When you finish recording, press #
- You can listen to the Greeting and decide if you need to re-record
- When you are satisfied be sure to press 9 to save your greeting*
- ◆ You can change which Greeting is playing by selecting a different Greeting (until the pre-programmed schedule change occurs)
 - ◆ Always call in and make sure the correct Greeting is playing!!