



PROGRAMMING AUTO ATTENDANT GREETINGS: ESI IVX

FROM ANY MULTILINE PHONE:

- 1) PRESS PROG, HOLD, DIAL 456, PRESS #
- 2) LISTEN TO MENU, PRESS 6, PRESS 1
- 3) HEAR "ENTER BRANCH ID" ENTER\_\_\_\_, PRESS # (ie: 1=MAIN GREETING)(540=HOLIDAY)  
(OTHERS SEE BELOW)
- 4) FOLLOW INSTRUCTIONS FOR RECORDING GREETING

REMEMBER: PRESS 1 SPEAK AFTER TONE PRESS 1 AT THE END OF RECORDING  
(SYSTEM WILL PLAY BACK YOUR RECORDING)  
REPEAT THE ABOVE STEP TO RE-RECORD GREETING  
OR PRESS # TO SAVE IT

(YOU WILL BE ASKED TO RECORD THE DAY GREETING FIRST, THEN YOU WILL BE  
ASKED TO RECORD THE NITE GREETING)

WHEN YOU HAVE FINISHED, PRESS # UNTIL YOU GET BACK TO THE MAIN PROGRAMMING  
MENU AND THEN HANG UP. ("for system function programming")

**HOLIDAY MAIN GREETING:** ENTER PROMPT 540 IN STEP 3 ABOVE. (FOLLOW SAME STEPS TO  
RECORD YOUR HOLIDAY GREETING) **(THIS CAN ALSO BE USED AS A LUNCH GREETING)**

NOTE: YOU MUST ALSO MAKE SURE THE SYSTEM IS IN HOLIDAY MODE BY PRESSING THE  
DAY/NITE BUTTON ON THE DESIGNATED MULTILINE PHONE

(THE PHONE'S DISPLAY WILL SAY "HDAY" IN TOP RIGHT CORNER)

WHEN THE HOLIDAY IS OVER YOU WILL PRESS THIS BUTTON UNTIL THE DISPLAY SAYS "AUTO"  
Or "DAY" TO SET BACK TO THE NORMAL GREETING, ACCORDING TO YOUR SETUP.

OTHER BRANCH ID'S YOU MAY NEED TO RE-RECORD ARE AS FOLLOWS: (ask tech about)

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HOW TO CHANGE THE TIME AND DATE OF THE SYSTEM:

FROM ANY MULTILINE PHONE:

- 1) PRESS PROG, HOLD, DIAL 456, PRESS #
- 2) PRESS 1, 4
- 3) PRESS 1 TO SET THE TIME AND DATE
- 4) FOLLOW INSTRUCTIONS FROM THIS POINT

NOTE: YOU WILL FIRST ENTER TIME IN TWELVE HOUR FORMAT: 1233= 12:33 OR 330=3:30  
SELECT AM OR PM BY USING THE SCROLL KEYS BESIDE THE ESI DEX BUTTON

ENTER DATE: MMDDYYYY EX: 07052002 = JULY 7, 2002

PRESS # TO SAVE ALL ENTRIES