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## Instruction's on changing the Day and Night Greeting

1. **Press the VOICEMAIL button.** You should hear "Enter Passcode"
2. **Press "\*" (asterisk)** You should hear the main greeting "Thanks for calling ....."
3. **Press "#0000"** to access the system administrator mailbox. You should hear "Enter the passcode".
4. The default passcode is **0000** (NOTE: it is possible to change this passcode so if 0000 does not work contact the company that installed your phone system).
5. You should hear "Welcome to the system administrator main menu, for system prompts **press 1**". **Press "1"**.
6. You should here "Enter the prompt number". **Dial 1001** for the **DAY prompt**. **Dial 1002** for the **NIGHT prompt**.
7. **Press 1** to listen to the existing prompt.
8. To re-record the **prompt press 3**.
9. When done press **the # key** to end recording.
10. **TEST your new recording.**