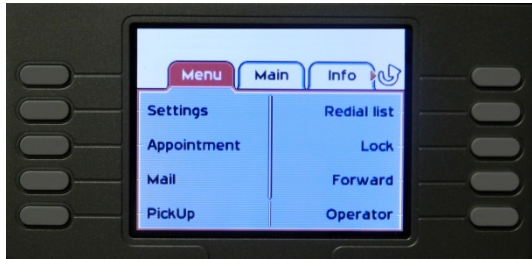


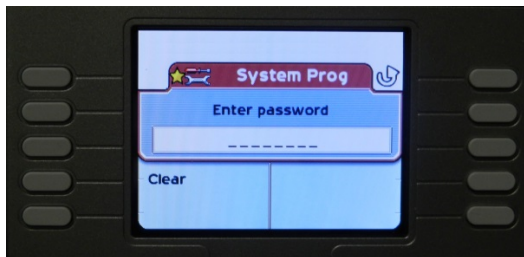
Phone System OXO – How to Change Greeting

From the Any Phone:

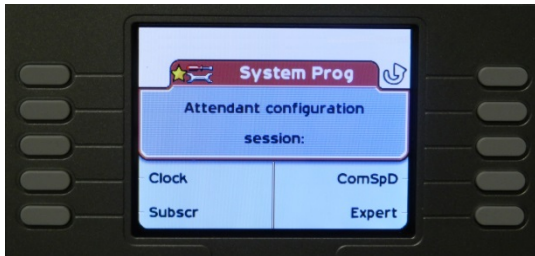
1. From your phone select “Operator”



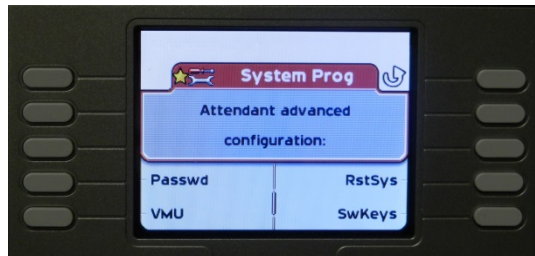
2. Enter the password \_\_Help1954\_\_\_\_  
(H is capital)



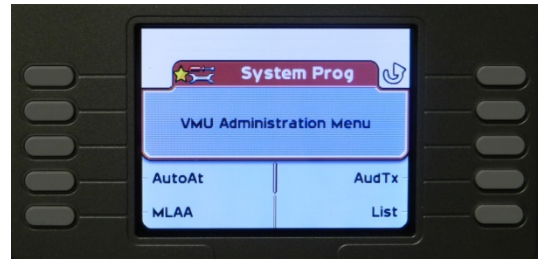
3. Select “Expert”



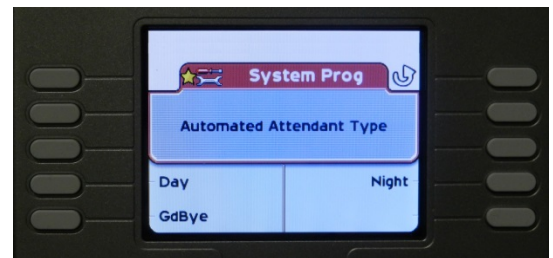
4. Scroll down and select “VMU”



5. Select “AutoAt”



6. Select “Day or Night”



7. Lift handset and Press “Record”. Record 1 second of silence (1’). When you are finished press “Stop”.

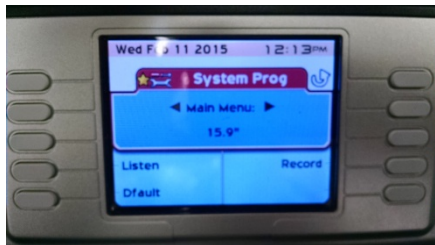


NOTE: The “Greeting” message is merely a simple announcement. It will **not** allow outside callers to dial digits, or select any prompts. This is the reason why we usually recommend bypassing this option with a second of silence and recording the “Main Menu” greeting instead. However, the Greeting message can be recorded from off-site with specific subscriber feature enabled. This would allow a subscriber to amend the second of silence greeting to be a “closure” announcement for example.

8. Press "OK" button to confirm/save recording.  
When you see "Recording Accepted", your greeting is ready to play.



9. After recording the "Greeting" message with a second of silence, arrow over to the "Main Menu" option. This is the greeting that callers will hear and give them options of free dialing, submenus, general mailbox, etc.



10. Perform the same steps in 8 and 9.
11. Ensure that there is a greeting for both the opening day/night and "Main Menu" day/night.