



309 Grand Avenue * Brooklyn, NY 11238
718-230-9292 Voice & 718-230-9200 Fax
www.Compu-Phone.net

Activate Holiday Greeting:

Access Voice mail in house

1. Press intercom
2. Enter Voice Mail Pilot "0"
3. Press *
4. Press #

Access Voice mail remotely

1. Call the company's main phone number. When voice mail answers:
2. Press #

Then.....

1. Enter Mailbox number _____
2. Enter security code _____
3. Press # to access *Group Distribution*

IMPORTANT: You must first determine the current mode of operation. Note the mode, as this is what will have to be reentered to deactivate the Holiday greeting.

Press 4

Voice mail will announce "Current operation mode is _____"

Press * to exit

Press 1 for Emergency greeting

- 1 Activate
- 2 Review
 1. Play
 2. Save
 3. Erase
 - 5 Record
 6. Record with amplification
- * Cancel

Deactivate Holiday Greeting

Follow steps above to until # to access *Group Distribution*

Press 4

1. Day Mode
2. Lunch Mode
3. Night Mode
4. Emergency Mode
5. Automatic Mode
- * Exit