

# Changing System Greeting Remotely

## Release 3.5

1. Call your telephone number when system greeting starts playing Press the associated digit for recording system greeting (this must be setup in the VMIB on each system greeting menus, contact system administrator for that information or to set it up)
2. When prompt to “enter password” dial password for attendant station (this is the station password not voicemail password)
3. Enter the greeting location 01-70 (typical greeting setup is 01=Day, 02=Night, 03=Weekend, 04=Lunch, 05=On Demand, your settings may be different)

**Note:** If you are recording an announcement for holiday or snow day remember to record the day greeting if you use auto ring mode or record the greeting that is currently active if ring mode was set manually.

**Lebanon Phone Center & Alarm Inc.**

Your Communications and Security Specialist

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