





604-277-0022



Admin - Creating an auto attendant holiday greeting

1. Press Feature or  and 983 (DO NOT PICK UP THE HANDSET TO DO THIS)
2. LOG: **120000** (if you have a **2 digit extension** number, use this specific number) or **1020000** (if you have a **3 digit extension** number, use this specific number)
Note: If your System is **BCM50**
LOG: 738662 and OK
Password: 266344
3. Press OK
4. Press AA
5. Press GRTG
6. Press GRTG
7. Press 4
Note: You can pick a number at random. Using the number "4" is just an example that works well in most cases. Simply make sure that whatever number you use is not being used for any other purposes by pressing **PLAY** first in step 9.
8. Press OK
9. Press REC or PLAY
10. Press OK to stop
11. Press OK to save or PLAY to listen to it or RETRY to re-record
12. Press TABLE
13. Press 1 and OK and OK again
14. MORNING: 1
15. Press CHANGE Note: Please remember your original settings as you change them
16. Press 4 and OK
17. Press NEXT
18. AFTERNOON: 1
19. Press CHANGE , Press 4 and OK
20. Press NEXT
21. EVENING: 1 or 2
22. Press CHANGE, Press 4 and OK
23. Press NEXT
24. NON-BUSINESS: 1 or 2
25. Press CHANGE , Press 4 and OK
26. Press NEXT
27. Press the orange Rls button or  to end.

CONTINUED.....



Note: After the holiday, simply put the settings back as they were before.

28. Press Feature or  and 983 (DO NOT PICK UP THE HANDSET TO DO THIS)
29. Log: **120000** (if you have a **2 digit extension** number, use this specific number)
or **1020000** (if you have a **3 digit extension** number, use this specific number)
Note: If your System is **BCM50**
Log: 738662 and OK
Password: 266344
30. Press OK
31. Press AA
32. Press TABLE
33. Press 1
34. Press OK and OK again
35. MORNING: 4
36. Press CHANGE
37. Press 1
38. Press OK
39. Press NEXT
40. AFTERNOON: 4
41. Press CHANGE
42. Press 1
43. Press OK
44. Press NEXT
45. EVENING: 4
46. Press CHANGE
47. Press 1 or 2
48. Press OK
49. Press NEXT
50. NON-BUSINESS: 4
51. Press CHANGE
52. Press 1 or 2
53. Press OK
54. Press NEXT
55. Press the orange Rls button or the  button to end.