

ESI

RECORDING YOUR HOLIDAY GREETING

1. PRESS PROGRAM.
2. PRESS HOLD.
3. ENTER THE ADMIN PASSCODE: **4653 #**
4. CHOOSE OPTION 6
5. CHOOSE OPTION 1
6. WHEN ASKED TO ENTER A BRANCH ID OR PROMPT NUMBER, YOU WILL ENTER: 540#
7. YOU WILL HEAR A GENERIC HOLIDAY GREETING PLAY, IF YOU HAVE NOT ALREADY RECORDED YOUR OWN.
8. PRESS 1 TO START YOUR RECORDING.
9. PRESS 1 AGAIN TO STOP YOUR RECORDING.

ACTIVATING YOUR HOLIDAY GREETING

1-A: PRESS YOUR DAY/NIGHT BUTTON UNTIL YOU SEE **HDAY** IN THE SCREEN OF YOUR DISPLAY.

(YOU WILL NEED TO DO THIS AT YOUR ATTENDANT TELEPHONE)

IF YOU DO NOT HAVE A DAY/NIGHT BUTTON:

- A. CHOOSE A BUTTON YOU ARE NOT USING.
- B. HOLD DOWN THIS KEY FOR A FEW SECONDS, IT WILL EITHER TELL YOU IT IS ALREADY PROGRAMED AS SOMETHING ELSE OR THAT IT IS NOT PROGRAMED. YOU CAN CHOOSE TO PROGRAM OVER THIS KEY OR TO PROGRAM IT FROM SCRATCH.
- C. DIAL IN THE CODE: 560 AND PRESS THE KEY AGAIN.
- D. THIS IS NOW YOUR DAY/NIGHT KEY. FOLLOW STEP 1-A ABOVE TO ACTIVATE YOUR HOLIDAY GREETING.