

## **ESI – RECORDING YOUR MAIN DAY AND NIGHT GREETINGS**

1. PRESS THE PROGRAM BUTTON ON YOUR PHONE.
2. PRESS THE HOLD BUTTON.
3. YOU WILL BE ASKED FOR A PASSWORD, THE ADMIN PASSWORD IS **4653#**.
4. THEN PRESS THE DIGIT 6, THEN 1.
5. YOU WILL GET A PROMPT THAT ASKS YOU TO “ENTER THE BRANCH ID OR PROMPT NUMBER YOU WISH TO RECORD.”
6. PRESS THE DIGIT 1, THEN #. THIS WILL TAKE YOU TO THE MAIN DAY GREETING AND START TO PLAY BACK. IF YOU WISH TO RE-RECORD IT, PICK UP THE HANDSET (IF YOU HAVEN’T ALREADY) AND PRESS 1 TO START YOUR RECORDING AND WHEN FINISHED RECORDING, PRESS 1 TO STOP. PLAYBACK WILL THEN BEGIN FOR YOU TO VALIDATE THE RECORDING. IF YOU LIKE THE RECORDING PRESS # TO ACCEPT AND MOVE TO THE NIGHT GREETING. NOTE: THERE ARE 4 DIFFERENT GREETINGS IN ID BRANCH 1: DAY, NIGHT, DAY 2 AND NIGHT 2.