Startalk Voice Mail
Changing AA & Greetings
Quick Reference

On main line calls, once a caller goes to voice mail, they here two things:

1. **Greeting (#1,2,3, or 4)** –Greeting 1 could be used during the day, Greeting 2 at night.
   <<Brief pause>>
2. **Auto Attendant** -The AA is the same at all times of the day**.**

Example: "Thank you for calling Lazer Telecommunications"**(Greeting 1).**
 "If you know your party's extension, you may dial it now. For a dial by last name company directory, press #. To leave a message for your party, press *.   To speak to an operator, press 0, or stay on the line. Thank You **(AA)**"

TO CHANGE GREETINGS

1. Press **Feature 983** then _____.Then **OK.**
2. The display will read "Admin". Choose **AA**.
3. The display will read "Auto Atdt Admin". Choose **GRTG**.
4. The display will read "Greeting admin". Choose **GRTG**.
5. Enter the greeting # you want to change. Then press **OK**.
6. Press **PLAY** to make sure this is the greeting you wish to change.
7. Press **REC** to record the new greeting. Wait for the beep, then record your greeting. Press **OK** when done.
8. Press **PLAY** to review your recording.
9. The display will read "Accept greeting?". Press **OK**.
10. Press the **Rls** button.

TO CHANGE THE AA

1. Press **Feature 983** then _____. Then **OK**.
2. The display will read "Admin". Choose **AA**.
3. The display will read "Auto Atdt Admin". Choose **TABLE.**
4. The display will read "Grtg table:". Enter **1**.
5. The display will read "AA menu prompt:?". If this is set to **Y**, then the computer generated greeting is played. If it is set to **N**, then a recorded greeting is played. If it is set to **N**, press **REC**. If it is set to **Y**, press **CHNG**, then **REC**.
6. The display will read "Prompt:". Choose **PRIME**.
7. Press **PLAY** to listen and make sure this is what you want to record over.
8. Press **REC** to record the new AA. Wait for the beep, then record your AA. Press **OK** when done.
9. Press **PLAY** to review your recording
10. The display will read "Accept greeting?". Press **OK**.
11. Press the **Rls** button.