Advanced Networking, Inc.
Telephone 302-792-9200   Facsimile   302-792-9294
www.advnetwork.com

Recording Greetings and Changing System Mode Remotely

For ESI Systems

Changing Greetings and System Mode

1. Call into your system by dialing your **main number** and wait for the main Branch ID greeting to play. *If it goes directly to a mailbox (not a main greeting), then wait for the mailbox greeting to start playing, press 8, and go on to step two.*
2. Press *** *** and your **administrator's password** and press **#**. *The system will not prompt you for any of these entries.* (Your password is the password you selected at the time of installation).
3. You will hear prompts that allow you to change the answer mode (Day, Night, Holiday, Auto, Day2, or Night2) and/or to re-record the holiday greeting and the main greeting (Branch ID 1). Follow the prompts to perform the desired operations.
4. Press **3** to record the Daytime main greeting.
5. Press **1** to record the greeting, press 1 again when finished.
6. Press #.
7. To record the **night** greeting, repeat steps 4-7, but press **4** instead of **3**.
8. Press # when finished and hang up.

Prompts for Remote Settings
1 Set answer mode
      1 Day mode
      2 Night mode
      3 Holiday mode
      4 Automatic Mode
      5 Day2 mode (If Available)
      6 Night2 mode (If Available)
2 Record holiday main greeting
3 Record daytime main greeting
4 Record nighttime main greeting

Changing your Personal Greeting Remotely

1. Dial the main number. Wait for the greeting to play. If your call is answered by a live person, ask him/her to hit the blue VOICEMAIL key and hang up.
2. Press * and the **extension number**. (The system will not prompt you for any of these entries). The system will say you have no messages. Wait for the next menu to play.
3. Press **5** to enter Mailbox Programming
4. Press **1** to program your Personal Greeting.
5. Press **1** to record
6. Press **#** to select the current greeting number.
7. Press **1** to record your personal greeting.
8. After the tone, record your greeting. Press **1** when complete.
9. It will automatically play the greeting back. If satisfied, press **#** and hang up. If not, press **1** to record again.

Member: DE State Chamber of Commerce
-- 2017 Our 31st Year --

Telephone and Voice Mail Systems • Fax to Email Forwarding • Network Wiring
Dial Tone, Long Distance, & Internet Services • Voice Mail Rental Boxes

1316 Philadelphia Pike   Wilmington, DE 19809