

You can change the business hours, after hours and vacation messages on your Automated Attendant. Don't forget to change the French and English menus, as needed.

From any desk phone in the office

For the French menu

1. Press the VoiceMail button or dial *62
2. While listening to the message, press *900 and # to access the Auto Attendant Menu
3. Enter the access code 7955 and then #
4. Press 1 to modify the messages
5. Dial 901 and # to select the French Menu

For the English menu

1. Press the VoiceMail button or dial *62
2. While listening to the message, press *900 and # to access the Auto Attendant Menu
3. Enter the access code 7955 and then #
4. Press 1 to modify the messages
5. Dial 902 and # to select the English Menu

Business Hours

After you selected the French or English menu:

Press 1 to modify the Business Hours Message

Press 1 to record

Press # to stop recording

Press 2 to listen to your recording

After Hours

After you selected the French or English menu:

Press 2 to modify the After Hours Message

Press 1 to record

Press # to stop recording

Press 2 to listen to your recording

Holidays

After you selected the French or English menu:

Press 3 to modify the holidays Message

Press 1 to record

Press # to stop recording

Press 2 to listen to your recording