

How to record the Holiday message, if the phone system is on Manual Night Mode Switch

- From any extension, press the **Message Bank Key** (that looks like an envelope). Or Dial Voice Portal number 222
- Please enter ***xxx#** (xxx denotes corresponding Hunt group ID)
- Enter Passcode followed by **#** key (default passcode **7229**)
- **Press 1** to access your **Voice Mailbox Messages**
- To change the **Busy** greeting please press **2**
- Please press **1** to record a new **Busy** greeting
- Once you have finished recording **Press #**.

How to record the Holiday message, if the phone system is on Automatic Night Scheduling

- From any extension, press the **Message Bank Key** (that looks like an envelope). Or Dial Voice Portal number 222
- Please enter ***xxx#** (xxx denotes corresponding Hunt group ID)
- Enter Passcode followed by **#** key (default passcode **7229**)
- **Press 1** to access your **Voice Mailbox Messages**
- To change the **No answer** greeting please press **3**
- Please press **1** to record a new **No answer** greeting
- Once you have finished recording **Press #**.

How to activate call forwarding on the handset

- Please enter ***72** on the handset
- Please enter the destination number (any mobile number) followed by **#** key

How to deactivate call forwarding on the handset

- Please enter ***73** on the handset