

Changing Auto Attendant Greetings on BCM Voice Mail via a Telephone

These directions will get you into the Voice Mail Administration to the Greetings where you can change your current recording. This programming can only be done from one of the following phone types. You can find out the type of phone you are using by looking at the sticker on the bottom of the phone. You will need to reference the programming overlays that are attached if you are not familiar with the button layout once the phone is in the programming mode.

M7310

M7324

T7316

T7316e

Cannot use any of the following:

M7100

M7208

T7100

T7208

Without lifting the handset press the Feature key and dial 266344.

1. **At Log:** press 738662 (setnna) and press ok under the display.
2. **At Pswd:** press 266344 (config) and press ok under the display.
3. **At Terminals & Sets:** Press Show.
4. **At Show Set:** Enter the Extension # XXX of the phone you wish to change.
5. **At XXX:NNN:** Press Show.
6. **At Line Access:** Press Next 2 times until you get to Name:
7. **At Name:** Press Change under the Display.
8. **At Name:** Enter the name up to 7 Characters. This is done by using your dial pad like you are text messaging. For Example: to spell Dave you will press the digit 3 one time for D, then press the # key. Then you would press the Digit 2 one time for A and then #. Then you would press the 8 key 3 times for V and then #. Then you will press 3 two times for E.
9. When you are finished spelling the name press Next to save the change.
10. At this point you can press the release key to exit programming.

XXX = Extension number

NNN = Name or Extension number which ever you want displayed on the phone when called.