
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.

M7310
M7324
T7316
T7316e

Cannot use any of the following:

M7100
M7208
T7100
T7208

Without lifting the handset press the Feature key and dial 983.

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 Admin:** Press AA under the display.
4. **At Auto Atdt Admin:** Press GRTG under the display.
5. **At Greeting admin:** Press GRTG again.
6. **At Greeting:** enter the greeting number you wish to change. In most cases if it was a system that SSI has installed or maintains your Normal Day greeting is greeting 1 and your Evening Greeting is 2. Choose your greeting and press OK under the display.
7. **At Greeting 1** (or 2 depending on which one you want to change) press PLAY under the display to listen to the current recording to make sure you are changing the correct greeting.
8. At this point lift the handset up to your ear and press REC to record a new greeting. When you hear the beep, start your greeting. When you have finished press OK on the display to stop the recording. You can now press PLAY to listen to your recording. If it sounds good press OK under the display to accept the greeting.
9. You can now hang up or press the RIs key exit programming