RAMS Procedure

To record your custom company greeting follow the procedure below:

Step 1: From any IVSComm phone dial *44.

Step 2: At the password prompt enter your password. (xxxxxx)

Step 3: At the prompt enter your slot number (0-99) (usually 0 is your main greeting).
> You will hear a prompt that states "Your recording is…"
> Then the system will play your current greeting for the previously entered slot number.
> At the end of the playback you will be prompted to begin recording at the tone.

Step 4: Begin reading your script for that slot number at the tone.

Step 5: When you are done press the pound key (#) and follow the prompts.

Step 6: When done hang up.

Step 7: Your new greeting should now be active.

Step 8: Call and test. (If you don't test it, it won't work.)

SLOT 0

SLOT 1

SLOT 2

SLOT 3

SLOT 4