

Recording Company Greetings on all Panasonic TVA Systems

1. **Call the Voice Mail**
2. **Press POUND 6**
3. **Press STAR 998** *NOTE: The Message Managers Mailbox is 998. If you are on a system using 2-digit extension numbers, it will be 98. If you are on a system using 4-digit extension numbers, it will be 9998*
4. **Enter Password (1401) yours could be different, press POUND**
5. **Press 5**
6. **Press 3 to record a Custom Service Menu**

7. **Enter Custom Service number (1-9) (current recording will play)**

Listen to the prompts carefully. Record your script and press 1.

Then press “**1 to review** or **2 to accept** or **3 to erase**” and start over. When satisfied with your recording, make sure you **accept by pressing 2** or it won't be saved.