

To Customize the Auto-Attendant Message on the Mitel 3000

- From the Programming extension (Ext. 20), press the PROGRAM key.
- Press the Scroll Down key until “System Programming” is displayed.
- Select “System Programming”.
- Enter the System Programming Password (1111) and select “System”.
- Select “Change greetings”.
- Select “Auto Attendant Day” or “Auto Attendant Night” to record the “Day Service” and “Night Service” greetings respectively.
- Select “Record Greeting”.
- When prompted, speak to record the new greeting.
- Press “Confirm” when the recording has been completed.
Press the speakerphone key to finish programming.