

## Iwatsu VMI Mailbox greetings

Dial **ICM 47** and when the main greeting comes on, press “ # ”  
-The system will prompt you from this point-

Enter your **Mailbox**  
Enter your **Password**

### To review your current greeting:

from the root menu

- Press 3 ( User Options )
- Press 2 ( Greeting Management )
- Press 3 ( Listen to previously recorded greeting )
- Press 1 ( Greeting 1 )

### To record a new greeting:

from the root menu

- Press 3 ( User Options )
- Press 2 ( Greeting Management )
- Press 2 ( Record your greeting )
- Press 1 ( Greeting 1 )
- “Record your greeting “ press # when finished recording  
press 1 to review, 2 to re-record or 4 to save

### To verify your correct greeting active:

from the root menu

- Press 3 ( User Options )
- Press 2 ( Greeting Management )
- Press 1 ( Select your active greeting )
- ( Typically greeting 1 )

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### Main Mailbox Information:

**900**=Day Message ( 8:00a.m.-5:00p.m.,M-F )

**905**=Night Message (5:01p.m.-07:59a.m., M-F and weekends )

**975**=Holiday Message (May be activated from system administrator mailbox and stays on until deactivated )

Activate/Deactivate- Log into admin mailbox  
from the root menu

- Press 4 ( Administrative Options )
- Press 7 ( Activate/ Deactivate Holiday Menu )

**201**=Administrator mailbox ( Typically )

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### Spell-by-Name Directory

The Spell-by-Name directory is dynamic and is updated when the mailbox user changes their mailbox name. This is a different message than your mailbox greeting and should briefly state your first and last name and optionally your extension number if you want callers to know it. To change the mailbox name, access your mailbox and password then:

- Press 3 ( User Options )
- Press 1 ( Mailbox Name )

( The system will guide you through updating and spelling your name correctly )

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