

# Recording your ESI system's holiday greeting

*(Installer or Administrator password access required)*

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The following is derived from the explanation of Function 61 in your ESI system's *Installation Manual* or *Administrator's Manual* (as the case may be).

1. On any ESI phone within the system, press **PROG/HELP**.

**Note:** If using an ESI Feature Phone that has separate **PROGRAM** and **HELP** keys, press **PROGRAM**.

The normal **station** programming menu prompt will begin to play.

2. Stop the prompt by pressing **HOLD** (or, on an older ESI phone, **PARK**).
3. Enter the **Administrator password** and then press **#**.

**Note:** If this doesn't admit you to Administrator-level programming (the phone display should show *ADMINISTRATOR*), contact your ESI Reseller for assistance.

4. Access **Function 61** by pressing **6 1**.
5. After the prompt, press **5 4 0** to select system prompt 540, which is the holiday greeting.  
If you have already recorded the holiday greeting, the system will play it for you.  
If you are **satisfied** with the currently recorded holiday greeting, skip to step 8.
6. To **record** the holiday greeting (either for the first time or to replace an existing one), press **1**.  
The system will then prompt you through the normal recording of the holiday greeting.
7. When finished recording, press **#**. The system will then play back the newly recorded holiday greeting.  
If it is acceptable, press **#** to accept; if not, go back to step 6.
8. Press **#** to **accept** the holiday greeting.  
This is the greeting that now will play when your system is put in holiday mode through the use of a programmed [day/night key](#).