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Holiday Branch ID Greeting Instructions

For ESI System

1. From a station press **PROGRAM** then **HOLD**
2. Enter your **administrator's password**, then press **#**.
3. Press **6** for recording of prompts.
4. Press **1** to record system prompts.
5. Enter **540** when it asks for the Branch ID or Prompt number you wish to record.
6. Press **#**. If there is a recording, it will play the existing recording.
7. Press **1** to record. Record your Holiday Greeting after the tone and press **1** when finished. *Keep in mind, this greeting should say what your night greeting says, plus the fact that you are closed for the holiday.* It will play back the greeting you just recording.
8. If you are satisfied, just press **#**. If you are not, repeat the previous step.
9. Hang up.
10. Make sure the system is in Holiday mode before you leave.

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