

Quick Reference Guide

How to change / view your Day / Night message

This guide will explain how to change your day or night message on your Mitel 400 series phone system.

Changing your Day / Night message

1. Press the button labelled **"Day MBX"** or **"Night MBX"**
2. Press **"3"** to access the greeting menu
3. Press **"1"** to select greeting 1
4. Press **"1"** to listen and confirm that this is the greeting you wish to change
5. Press **"2"** to record a new greeting
6. When you are finished, press **"#"**
7. Press **"3"** to activate the new recording.

