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Recording Auto Attendant Voicemail PC Card (4 or 12 box mail)

1. Access the programming main menu:
 - a. Press Intercom **777** or press your **VM Menu** button
 - b. At the extension prompt, enter **0#** .
 - c. At the password prompt, enter **1234#** (or whatever password you are using)
2. Press **3** to administer the Automated Attendant prompt.
3. As instructed, press **1** to begin recording your Automated Attendant greeting.
4. Once you finish your recording, press **1** to stop recording.
5. Choose an option below or skip to step 13:
 - a. Press **21** to immediately re-record the prompt. Begin recording immediately after the beep and press **1** after recording.
 - b. Press **23** to play back your recording.
6. Once you are satisfied with the recording, press ***#** to approve.

*For sales and/or service, call **JUST RESULTS, INC.** 800-601-9152*