



Business Telephone Systems, Voice & Data Cabling

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Recording Auto Attendants Partner VS Mail (full)

1. Access the programming main menu:
 - a. Press Intercom **777** or press your **VM Menu** button
 - b. At the extension prompt, enter **99#** .
 - c. At the password prompt, enter **1234#** (or whatever password you are using)
 - d. A menu will be given, select **9** (not an announced option). The system will play the programming options.
2. Press **3** for Automated Attendant.
3. The system will prompt you to specify which Automated Attendant. Press **1** for the first Auto Attendant.
4. You will be prompted to enter **1** for the Day Menu or **2** for the Night Menu.
5. Press **1** if you wish to work with the Day Menu or Press **2** to work with the Night Menu.
6. The system will prompt you to press **2** to play the message or press **6** to modify the menu.
7. Press **6** to modify the menu.
8. Selector code options will be given. You will not be altering your selector code options. To continue and skip selector codes, press ***#**. *Note: selector code options only apply to Day Menu.
9. The system now asks about recording a new prompt for this menu. This is your company's main greeting.
10. To record a new Day Menu Prompt, press **1** and record after the beep.
11. Press **1** when you have finished recording.

12. 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.

13. Once you are satisfied with the recording, press ***#** to approve.

14. Press **#** to approve and save all entries.