AUTO ATTENDANT
ANNOUNCEMENT

ANNOUNCEMENT RECORDING
• Call xxx-xx-xxxx, if prompted for a passcode, followed by *
• Enter extension xxxxx
• Enter passcode 266767#
• Press 5 to Record a new announcement
• Press 1 to Record an audio announcement
• Record message at the tone, followed by # when complete.
• Press 1 to accept the recording

CHANGE ANNOUNCEMENTS

METHOD 1: Changing Business Hours or After-Hours Announcement

• From the IP phone, select the Message button, or from outside the office, call the voicemail access number
• If prompted for a passcode, enter *
• Enter extension xxxxx
• Press 1 to record a new greeting
• Press 1 to change the Business Hours greeting, or press 2 to change the After-Hours greeting.
• Follow the prompts to record. The new announcement will replace any existing greetings.

Use the Administrator Guide to refernce how to accessing the anncounment repository, labeling the recordings, and assigning them to the Auto Attendant.