

Quick Reference Guide

How to record the Automated Attendant

The Auto Attendant on your PABX is in four basic levels where you have to record your messages. Auto attendant can be different for Day and Night. Day and Night messages need to be recorded separately:

Record your company greeting

By using the navigator keys

1. Scroll left to **"Menu"**
2. Press button next to **"Operator"**
3. Enter your password. This will either be your Main Business Number, or **"help1954"**
4. Press button next to **"Expert"**
5. Scroll down to **"Voice Mail"**
6. Press button next to **"Voice mail"**
7. Press button next to **"Auto attend."**
8. Press button next to **"Day"** if you want to change day message or Press button next to **"Night"** for night message
9. To record your message press **"Record"** and display will show now **"Ready to record"**
10. Press **"Record"** again and record your message, press stop when your recording is finished. If you press listen, you can listen to the message you just recorded.

(If you didn't like your recorded message, simply press **"Record"** again and speak)

If the recording is what you want -

DON'T HANG UP THE PHONE press **"OK"** to accept the recording, you can hang up the phone now

Record your main menu (e.g “Dial 1 for Sales, dial 2 for Service”)

By using the navigator key (silver circle)

1. Scroll left to “**Menu**”
2. Press button next to “**Operator**”
3. Enter your password. This will either be your Main Business Number, or “**help1954**”
4. Press button next to “**Expert**”
5. Scroll down to “**Voice Mail**”
6. Press button next to “**Voice Mail**”
7. Press button next to “**Auto Attend.**”
8. Press button next to “**Day**” (for day) or “**Night**” (for night)
9. Scroll right using your navigation key, “**Main Menu**” will show on your screen
10. To record your message press “**Record**”, display will show now “**Ready to record**”
11. Press “**Record**” again and record your message, press “**Stop**” when your recording is finished. If you press listen, you can listen to the message you just recorded.

(If you didn't like your recorded message, simply press Record again and speak)

If the recording is what you want -

DONT HANG UP THE PHONE press “**OK**” to accept the recording, you can hang up the phone now

Record sub menu (every part of your main menu can have a sub menu up to 10)

This part is not used for every auto attendant set up. This is only used as an extra part of your main menu; example: when customers dial 1 for Sales, you can then attach names with a sub menu example dial 1 for Roger, dial 2 for Amanda...etc.

1. Scroll left to **"Menu"**
2. Press button next to **"Operator"**
3. Enter your password. This will either be your Main Business Number, or **"help1954"**
4. Press button next to **"Expert"**
5. Scroll down to **"Voice Mail"**
6. Press button next to **"Voice Mail"**
7. Press button next to **"Auto Attend."**
8. Press button next to **"Day"** (for day) or **"Night"** (for night)
9. Scroll right using your navigation key, **"Main Menu"** will show on your screen
10. Scroll right again, **"Sub Menu 1"** will show on your screen
11. To record your message press record, display will show now **"Ready to record"**
12. Press **"Record"** again and record your message, **"Press stop"** when your recording is finished. If you press listen, you can listen to the message you just recorded.

(If you didn't like your recorded message, simply press Record again and speak)

If the recording is what you want -

DONT HANG UP THE PHONE press **OK** to accept the recording, you can hang up the phone now