

# Quick Reference Guide

## How to set up an Automated Attendant

1. On your main phone (\*039) scroll to the left with navigation key to **"Menu"**
2. Push button next to **"Operator"**
3. Put in your password. This will either be your **Main Business Number** or **help1954**
4. Push button next to **"Expert"**
5. Scroll to **"Voice Mail"** & push button next to **Voice Mail"**
6. Push button next to **"Auto Attend."**
7. Now you will see **"Day"** on the left and **"Night"** on the right
8. These are the welcome messages for day and night (*also called company greeting*). When you press record next to **"Day"** it will record the company greeting for day time. If you press record next to night it will record the welcome message when the system is in Night/Restricted Mode.
9. Once have recorded **"Day"** or **"Night"** or both you can scroll to the right
10. **"Main Menu"** will show up
11. That is where you record "Dial 1 for...., Dial 2 for...." you can record up to 10 options
12. Once you have done that the system will set everything in a row  
For example; "Welcome to (*company name*)"  
"Dial 1 for ....."  
Dial 2 for....."
13. Depending on the set up of your system your different options will go to different destinations which are programmed by the installer.

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