



## How to Record an Auto Attendant Greeting

Auto Attendant is an automated receptionist who greets incoming callers and offers callers routing options. It can be set up to answer calls within a certain amount of rings, or it can be used to answer all incoming calls. You can call into your "Voice Portal" number to access the Auto Attendant from any IP phone in your network or from any outside phone.

Your Auto Attendant is assigned a specific telephone number and lets you record both Business Hours and After Hours greetings. Using the menu routing options, you can easily create custom call routing for office hours, lunch, after hours, weekends, holidays and more.

### Record or Change an Auto Attendant Greeting From Inside Your Network

1. Dial the extension of the Voice Portal number (\_\_\_\_)
2. Press the \* key
3. When prompted for the "Mailbox ID," enter the extension of the Voice Portal number
4. Enter the Voice Portal passcode (\_\_\_\_) followed by the # key  
You will hear the following options:
  - To change an auto attendant's greetings, press 1
  - To go to the branding configuration menu, press 2
  - To change your passcode, press 8
5. Press 1 to change an Auto Attendant greeting  
Note: If you have more than one Auto Attendant, you'll be asked to enter the Auto Attendant number (e.g. 1000 for first Auto Attendant, 1001 for second Auto Attendant, etc.)  
You'll then hear the following options:
  - To change the business hours greeting, press 1
  - To change the after hours greeting, press 2
6. Make a selection, then follow the steps below

**Quick tip:**

Access your Voice Portal number or extension to manage your Auto Attendant.

**Quick tip:**

Your Voicemail number and your Voice Portal number are 2 different numbers.

### Business Hours:

If you selected the Business Hours greeting, you'll hear the following options:

- To record a new Business Hours greeting, press 1
- To listen to the current Business Hours greeting, press 2
- To revert back to the default Business Hours greeting, press 3
- To go back to the previous menu, press \*
- To repeat this menu, press #

**Quick tip:**

Sample Business Hours Greeting: "Thank you for calling ABC – your one stop business! Our business hours are Monday-Friday, 8am to 5pm. If you would like to contact our sales department, please press 1. For support services, press 2. To listen to our company directory, press 3. For all other inquiries, press 0 to be transferred to the operator".

### After Hours:

If you selected the After Hours greeting, you'll hear the following options:

- To record a new After Hours greeting, press 1
- To listen to the current After Hours greeting, press 2
- To revert back to the default After Hours greeting, press 3
- To go back to the previous menu, press \*
- To repeat this menu, press #

**Quick tip:**

Sample After Hours Greeting: "Thank you for calling ABC – your one stop business! Our office is now closed. Our normal business hours are Monday-Friday, 8am to 5pm. If you know your party's extension, please dial it now, or press 2 to leave a voice message in our general mailbox."

### Record or Change and Auto Attendant Greeting from Outside Your Network

1. Dial the Voice Portal number (\_\_\_\_)
2. When prompted for the "Mailbox ID," enter the extension of the Voice Portal (\_\_\_\_) followed by the # key
3. Enter the Voice Portal passcode (\_\_\_\_) followed by the # key  
You will hear the following options:
  - To change an auto attendant's greetings, press 1
  - To go to the branding configuration menu, press 2
  - To change your passcode, press 8