

AUTO ATTENDANT INSTRUCTIONS

These are the instructions to dial into an auto attendant. The number of the auto attendant must be known in order to access the system. From here, you can record directory names or auto attendant announcements.

1. Dial 699-4003
2. Enter 207-XXX-XXXX; # (Account Number = the Auto Attendant number)
3. Enter the pin; # (Auto Attendant PINs are typically the last 4 digits of the AA)
4. Press 2 to Manage Announcements
5. Enter Announcement ID; 100, 101, 102 etc.
6. Press 2 to re-record announcement. Follow prompts to save!

Announcements

Announcements are numbered so the system can identify the announcement that you want to work with or record. Announcements can be many and are numbered beginning with 100.