



PARTNER MAIL PC Card

To record the Automated Attendant Main Greeting Menu Prompt

1. Call the Voice Mail System by pressing intercom (7) (7) (7) or the pre programmed voice mail access button.
2. Press (0) (#)
3. Enter System Administrators Password. For example press (1) (2) (3) (4) (#)
4. Press (3) to administer the Automated Attendant Greeting.
5. Press (1) to record the Automated Attendant Greeting.

The system prompts you to press (1) when finished recording.

6. At the tone begin recording the Greeting
7. Press (1) when finished recording.
8. Do one of the following
 - A. To approve the Automated Attendant Greeting that was just recorded press (1)
 - B. To re record the Automated Attendant Greeting press (2). Repeat step 5.
 - C. To play back the Greeting press (3).
9. After recording the Greeting and approved either hang up or press (*) (*) (9) to exit programming.