Alcatel Lucent

**To Record Auto Attendant Greetings from an Operator Phone**

**Frequently Used Buttons for this Procedure:**Back Left/Right Up/Down OK End + QWERTY Keyboard
Some of the buttons listed below will appear in your telephone’s display.

1. Press left arrow key to access Menu screen.
2. Press Operator button.
3. Password: help1954 then press OK.
4. Press ‘Expert’ button.
5. Press down arrow.
6. Press ‘VMU’ button.
7. Press ‘AutoAt’ button.
8. Press ‘Day’ for the Day Greeting, or ‘Night’ for the Night Greeting.
	1. Each greeting consists of 2 parts, a ‘Greeting’ and a ‘Main Menu’. The ‘Greeting’ is the first recording that a caller will hear. This is also the only greeting that can be recorded remotely, i.e. storm closing. It is recommended to record 1 second of silence in the ‘Greeting’ and put the main messaging greeting in the ‘Main Menu’. This allows you to record a “Front End” to your message to alert callers to your status during a storm.
9. You may ‘Listen’ to the recording or ‘Record’.
10. To ‘Listen’, press the ‘Listen’ button and the recording will play.
11. To record, press the ‘Record’ button. Press ‘Record’ again to begin recording.
	1. During recording, you can ‘Stop’ the recording and confirm/save it, ‘Pause’ the recording, or ‘Record’. The ‘Record’ button will stop and erase what you have recorded allowing you to start again.
12. You must confirm a recorded greeting by pressing OK.
	1. If you do not press OK, the recording will not be saved.
13. Press right arrow key to record ‘Main Menu’ portion of greeting. Follow same instructions as above to save the recording.
14. If you have any sub-menus from your auto attendant, press the right arrow again for the sub menu to record. ‘Sub Menu 1-0’. These recordings are used when offering another level of options to your callers, i.e. directions to your offices.

Press the ‘End’  button to quit.