

Easy Auto Attendant Quick Reference Guide



Easy Auto Attendant™ enhances your voice service line-up with a hosted, automated receptionist specifically tailored to the needs of your business. Easy to configure using your phone handset, Auto Attendant is a compelling application.

Change Your Greeting

1. Call Auto Attendant Access Number : (_____) _____ - _____
2. Dial ***6**, then enter Your PIN : _____ followed by **#** (pound key)
3. Press **1#** : To change greetings.
- 4 Press **2#**: To edit business hour greeting.
(or)
Press **3#**: To edit non-business hour greeting.
5. Follow prompts to record and save recording.