

Premium Auto Attendant Quick Reference Guide



Premium Auto Attendant™ enhances your voice service line-up with a hosted, automated receptionist specifically tailored to the needs of your business. Powerful, and easy to configure multiple message types using your phone handset and/or the online ITS CommPortal, 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 your configuration.
- 4 Press **2#** : To record or edit announcements.
5. Dial Announcement Number, then Pound Key (**#**)
For example, this allows you to access your greeting: 100 # = Day Greeting Menu
6. Press **1#** : To re-record announcement
then follow prompts to save the new announcement.