

Instructions for recording Allworx

Auto Attendant Greetings

- 1) Log into Supervisor Mailbox Station = (Enter your Supervisor's MB #)
- 2) After inputting password at beginning of prompts enter 9 on the dialpad
- 3) At Supervisor menu enter 1 on dialpad for Auto Attendant Greetings
- 4) When asked what Auto Attendant you wish to record enter 1 on the dialpad
- 5) When asked to enter the Recording you wish to record enter 0 on the dialpad
For Day Greeting =8-5 M-F,
or enter 1 on the dialpad for Nights 5-8 M-F and Weekends.
- 6) Follow prompts to record Greeting.