

AMPS/ELEMCO: How to Record a Holiday Closure Greeting for the Auto Attendant (for user Jenn Vasell, assigned recording manager)

1. Press the **MSGs** button twice from your x121 Allworx Desk Phone to access the Message Center, and enter your voice mail PIN and # sign (or call 631 761-8562 from your cell phone, enter 121 as your primary extension and then enter your voice mail PIN and # sign)
2. Press 9 to manage System Recordings.
3. Press 1 to manage Auto Attendants.
4. Enter 1# for automated attendant 1
5. Press 1 to manage your greetings
6. Enter 3 for greeting #3
7. After the existing greetings plays, press 2 to change the greeting and record at the beep and press # when the recording is complete. Then press 1 to save, 2 to change the greeting, 3 to review your recording, or # to cancel your request.
8. When done, hang up.

IMPORTANT NOTE:

1. In addition to recording, you must email support@bizvoip.com (or call us at 888-692-8647, option 2 for tech support), and communicate the exact days and times when you want the above greeting to play, and when you want it to end in place of the regular day and night recordings.
2. When recording, do **NOT** end your recording by stating “please leave a message at the tone”, as after your short closure greeting plays once the recording is live, the regular night options will play with the regular night options.