



## Vertical SBXIP320 Auto Attendant Recording Instructions from a remote location

**Note\*** Be prepared to record. Have a written script, practice it and always record from a quiet location.

- Call into Auto Attendant
- Press **9**
- Press **0000#(system password)**
- “Enter System Greeting Number” **01-06**
  - 01 for Day
  - 02 for Night
  - 03 for Holiday
  - 04 for Weekend
  - 06 for Lunch
- Press # key when ready to record
- Press # key when recording is complete
- System will again prompt “enter system greeting number”. If you wish to record a different greeting number, enter it now, otherwise hangup.

