



## Vertical SBXIP320 Auto Attendant Recording Instructions from an attendant station

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

- From the attendant phone only (typically Station 100)
- Press *Trans/Prog* button
- Press *0* key
- Press *6* key
- Enter System Greeting Number *001- 070*

001 for Day  
002 for Night  
003 for Holiday  
004 for Weekend  
006 for Lunch

- Listen to existing greeting
- Press # key when ready to record
- Press *Hold* button when recording is complete

