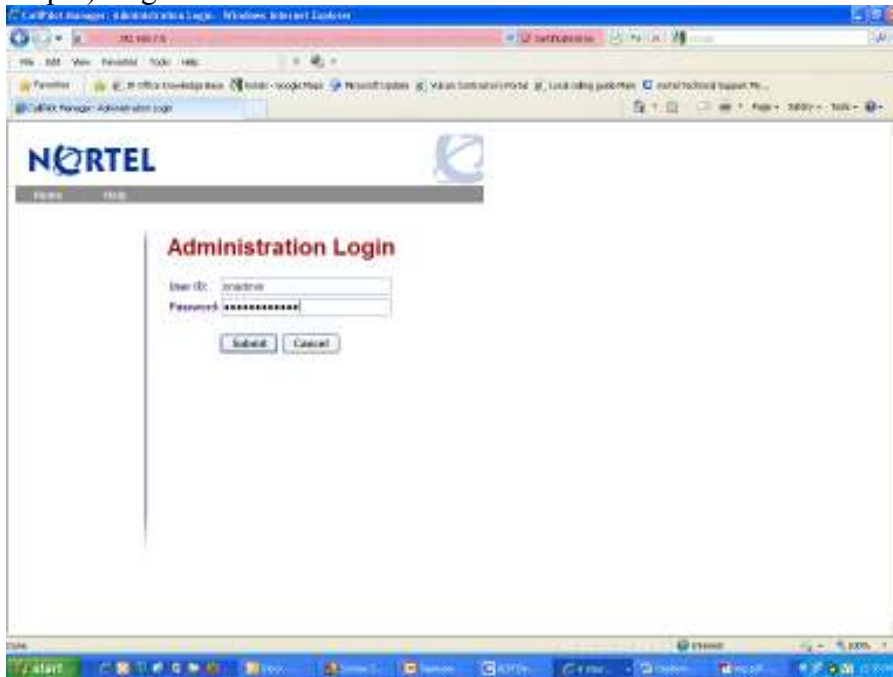


## How to record Auto Attendant Greetings using Call Pilot Manager

### Step 1) Login



### Step 2) Click on the Auto Attendant Link



Step 3) Click on the Company Greetings Link



Step 4) Click on the Voice Link for the Greeting you wish to change. In this example Greeting 1 will be changed. Hopefully your system will have a caption next to each greeting telling you what it is. If not, usually Greeting 1 is your Day greeting and Greeting 2 is your Night greeting.



Step 5) Click on Continue to this website (not recommended).



Step 6) In the Connect To box enter the extension where you will be recording from and press Dial.



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Answer the phone that is ringing and you will be ready to record.

Review existing greeting –

- Press Play to make sure this is the greeting you wish to change.
- If it is continue to Recording a new greeting.
- If it is not the one you want to change go back to Step 4 and choose another greeting until you find the one you wish to change.

Record new greeting -

- Press Record to record a new greeting.
- When you hear the beep in the handset, record your new greeting.
- As soon as the message is complete press Stop.
- Press Play to listen to the recording and make sure it is correct.
- If recording is not good press Record to re-do.
- If recording is good press Save. (if you do not press save to save the recording the old recording will continue to play)