Record Auto Attendant Greetings

The Administrator records the Automated Attendant Greetings for the Main Menu and all other mailboxes they sponsor.

Access numbers
- 3-3222 on campus
- 310-983-3222 off campus

Recording Steps

1. **33222** Dial the access number
2. _____# Enter Administrator Mailbox number and press #
3. _____ Enter security code
4. **8016** Code can be strung together: Mailbox Options (80), Personal Options (1), Record a Greeting (6)
5. _____ Enter mailbox number you sponsor
6. **2 + 2** Press 2 to record, then 2 to start the recording; listen for tone and speak
7. **2 + 5** Press 2 to stop recording, then 5 to save recording
8. **8016** Repeat steps 4 through 7 to record additional mailboxes you sponsor
9. Hang up Your greeting(s) are now recorded
**Access numbers**

- **3-3222** on campus
- **310-983-3222** off campus

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**Record Greeting for Message-Taking Mailboxes Within the Auto Attendant Application**

A greeting should be recorded for each message-taking mailbox within the Automated Attendant.

1. Dial access number: **33222**
2. Enter mailbox number and press #
3. Enter security code

Follow the system prompts to set up the New Security Code, Name Recording, and Personal Greeting Recording.

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**Retrieve Messages Within the Auto Attendant Application**

The user will follow identical steps provided for campus voicemail users, with the only exception being the access number.

1. Dial access number: **33222**
2. Enter mailbox number and press #
3. Enter security code