

# Premium Auto Attendant

## Quick Reference Guide



Premium Auto Attendant™ enhances your voice service with a hosted, automated receptionist specifically tailored to the needs of your business. It's easy to configure multiple message types using your phone handset and/or the online CommPortal.

### Change Your Greeting

1. Call Auto Attendant Access Number : ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_
2. Dial **\*6**, then enter Your PIN : \_\_\_\_\_ followed by # (pound key)
3. Press **1#** : To change your configuration.
- 4 Press **2#** : To record or edit announcements.
5. Dial Announcement Number, then Pound Key (**#**)  
For example, this allows you to access your greeting: 100 # = Day Greeting Menu
6. Press **1#** : To re-record announcement  
then follow prompts to save the new announcement.