

CLEARLINES


TELEPHONE COMPANY



604-277-0022

Admin - Changing auto attendant greetings

Note: During this process, you will be required to record your greeting twice.

1. Press Feature or  and 983
2. **If your system is MICS or CICS**
Log: 120000 (if you have a 2 digit extension number, use this specific number)
or 1020000 (if you have a 3 digit extension number, use this specific number)
If your System is BCM50
Log: 738662 and OK
Password: 266344 and OK
3. AA
4. GRTG
5. GRTG
6. 1
7. OK
8. REC / PLAY Record your greeting the first time here.

Note: You can play the existing message before you begin recording, if you wish.

9. OK to stop
10. OK to save
11. Press *
12. OTHR
13. CCR
14. ADMIN
15. 1
16. OK
17. CHNG
18. PATH:0
19. REC
20. REC / PLAY Record your greeting the second time here.

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Why am I recording the greeting twice?

Generally speaking, repeating the greeting is a courtesy to the caller in case he/she did not hear the options offered the first time. When someone presses an incorrect key, the system will play the second greeting.

Note: You can play the existing message before you begin recording, if you wish.

21. OK to stop
22. OK to save
23. OK to continue
24. END
25. SAVE
26. YES
27. Press Rls or  to end.