

Overview of Menu 1, Day

The table below contains a summary of the options you have created for Menu 1, Day

| Menu Option | Menu Action | Destination |
|-------------|--------------|---------------------------|
| 0 | Extension | 100 , Mike Porter |
| 1 | Extension | 101 , Heather Hohenberger |
| 2 | Extension | 102 , Kelsey Hale |
| Default | Voicemail at | Ext. 100, Mike Porter |

Greeting Instructions for Menu 1, Day

To record a greeting for Menu 1, Day with your telephone, please follow the steps below:

Step 1- Dial your Auto Attendant number, **8177561555**.

Step 2- Enter your PIN over the first ring.

Step 3- Touch 8 for User Options.

Step 4- Touch 1 to record a Greeting.

Step 5- Touch 1 to record a Menu Greeting.

Step 6- Touch 1 (for Menu 1, Day) and follow the instructions.

You may use the script template below as a guide to help you record the greeting.

Script template for Menu 1, Day

The recording for this Menu greeting should contain the following:

to reach *Extension 100 , Mike Porter* , touch 0.

to reach *Extension 101 , Heather Hohenberger* , touch 1.

to reach *Extension 102 , Kelsey Hale* , touch 2.

Or, hold the line to reach Voicemail at Ext. 100, Mike Porter