

## Configuring Auto Attendant Greetings

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### To change and Auto Attendant [AA] greeting;

1. From any Talk Tech phone dial 5555
2. Press \* to interrupt the greeting “Welcome to the CommPilot Voice Portal...”
3. Enter 5555 when prompted with “Please enter the extension number you require”
  - 3.1 If you have multiple AA menus you will be prompted for the AA extension number that you want to change
4. Enter 0000 at the prompt “Please enter your password”
5. Follow the prompts to change the recording