

## **Recording a system greeting for an Auto Attendant on a SBX-IP 320**

At the Attendant Phone press TRANS/PGM, 0, 6

Press 001 for your greeting

### **1. If you have never recorded this greeting press #**

You will hear a tone which means it is recording

When done press pound again.

### **2. If you have recorded this greeting and want to re-record**

Press #

You will hear your previously recorded greeting

Press # again to re-record

Press # when finished

If you have any questions please feel free to call us @ 303-688-6191.