

## **Partner Messaging Recording Announcement**

1. Press Voicemail Access Button (VMA, VM, or Voicemail)
2. Dial 0 # (administrator mailbox)
3. Dial \*\*\*\*\*# (your administrator password)
4. Dial 9 (hidden option, you will not be given this option)
5. Dial 3 (Auto Attendants)
6. Dial 1 ( Auto Attendant 1 of 4 available)
7. Dial 4 (Announcement)
8. Dial 1 # (for announcement 1 of 99)
9. Dial 6 (modify)
10. Press 1 (record)
11. Press 1 (STOP Recording)
12. Press:
  1. 23 to Playback
  2. 21 to Re-record
  3. \*3 to Delete
  4. \*# to SAVE

**\*\* Global Commands:**

- \*# Back-up one menu level
- \*4 Replay the current prompt
- \* 1 Alternate Language (Bilingual Mode)