

## Record Greeting Instructions

- Log in to Vertical Wave desktop
- Username: Local Admin
- Password: Adm!n4U
- Press (\*00) from the phone you will be using to record
- You will be given your station number
- Open TVAdmin
- Enter username, password, and station number and click OK
- Double click on the Auto Attendant Tab
- Select the Auto Attendant you want to modify
- Click the audio tab
  - Click on the greeting title
  - Click play to listen to existing greeting or record to change greeting
  - When record is pressed your phone will ring, pick up handset and begin speaking at the tone.
  - Hit any key to end recording.
  - Click OK to save.
- After recording the greeting, remember to press OK to save the recording.