



HYBREX G2

VOICEMAIL AND AUTOMATED ATTENDANT GUIDE

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TO RECORD AUTO ATTENDANT MESSAGE FOR GUEST LINE OR OTHER:

From the reception/main console

- Lift handset or press Speaker
- Dial **89**
- Enter the password (**1234**)
- Press **2** to record greeting message
- Press **1** to record Company Greeting message
- Press **1** to record Company Greeting **DAY** message
- Will play current message, follow voice prompts to record new message

If the auto attendant message is required to be played 24 hours a day, the following greeting must also be recorded.

*** You need to record the same greeting as Company Greeting Day in the Company Greeting NIGHT message:**

- Lift handset or press Speaker
- Dial **89**
- Enter the password (**1234**)
- Press **2** to record greeting message
- Press **1** to record Company Greeting message
- Press **2** to record Company Greeting **NIGHT** message
- Will play current message, follow voice prompts to record new message