Recording your Auto Attendant: **From your Votacall Phone**

To record the auto attendant menu you need to dial into the Votacall Voice Portal and record the menu associated with your auto attendant. Using your Votacall desk phone:

1) Dial into the voice portal (ext 99, 999 or 9999 depending on your companies ext length)
2) You will hear the "Welcome to your comm pilot voice portal please enter ext now", if it just prompts you for a password press *
3) You will enter ext 99, 999 or 9999
4) Enter the pass code – 123456#
5) Follow the prompts for recording your day (business hours greeting) and /or night (after hours Greeting) for your auto attendant.

Recording your Auto Attendant: **From an external phone**

To record the auto attendant menu from outside your organization you will need to dial your company's phone number or temporary number assigned by our provisioning team. Dial your own extension and wait for your greeting to play, once you hear it press * and follow the below directions.

1) Dial into the voice portal (ext 99, 999 or 9999 depending on your companies ext length)
2) You will hear the "Welcome to your comm pilot voice portal please enter ext now", if it just prompts you for a password press *
3) You will enter ext 99, 999 or 9999
4) Enter the pass code – 123456#
5) Follow the prompts for recording your day (business hours greeting) and /or night (after hours Greeting) for your auto attendant.

Recording your Auto Attendant: **From your computer**

Record your Auto Attendant Prompts on your PC and save it as a .wav file.

Email your .wav file to: support@votacall.com