

Hosted PBX by Golden West

Recording Intro Greetings and Menu Prompts

Each auto attendant can have an optional introductory greeting that plays when a call is directed to the auto attendant followed by the menu prompt. An example of an introductory greeting might be:

"Thank you for calling Acme Corporation. You've reached us outside normal business hours."

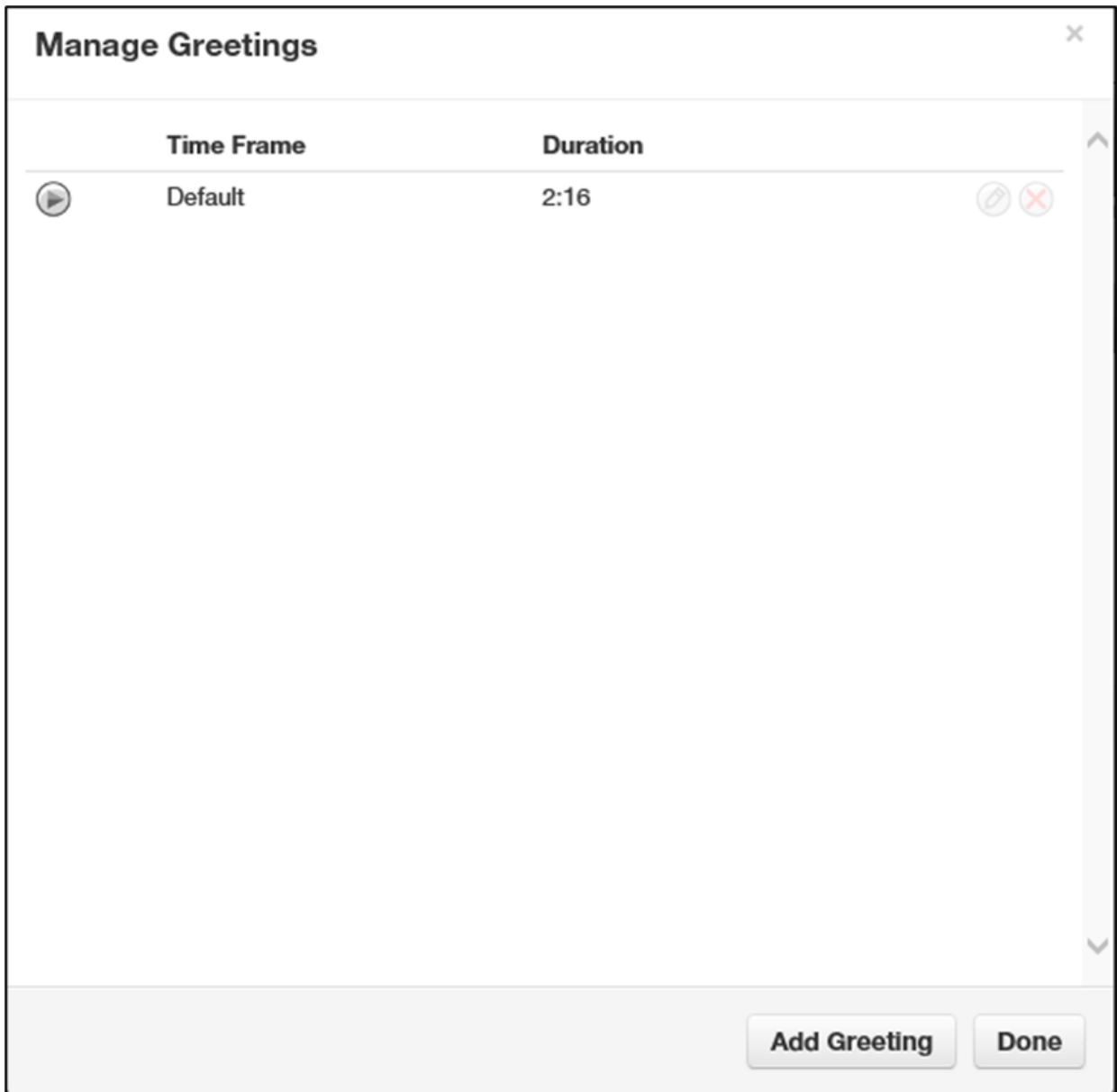
A menu prompt might be:

"Press 1 for sales, press 2 for marketing, or press 0 for operator assistance."





Separating intro greetings from menu prompts allows you to change greetings for holidays or night-time hours, for example, without re-recording the entire message.

To record an intro greeting:

1. From Auto Attendants page, click the  icon next to **Intro Greetings**. A Manage Greetings pop-up window similar to the following appears.



2. From this pop-up window:

- To play a greeting, click the  icon.
- To upload a new greeting, hover over it, and then click the  icon on the right side of the row. For **New Greeting**, click **Upload**. Click the **Browse** button, navigate to the MP3 or WAV file you want to use for your greeting, click the file, and click **Open**. Click **Upload**.
- To record a new greeting, hover over it, and then click  icon on the right side of the row. For **New Greeting**, click **Record**. In the **Call me at** field, enter the number to call (either an extension or a telephone number such as your cell phone) and click **Call**. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.
- To delete a recording, hover over it, and then click the  icon at the far right of the row. At confirmation prompt, click **Yes** to delete the recording or **No** to retain it.
- When you finish, click **Add Greeting** followed by **Done**.

To record a menu prompt:

1. From Auto Attendants page, under **Menu Prompt**, click either the field **Click to add a new menu prompt** or click the  icon next to the field. Either step displays a Manage Audio pop-up window similar to the following.



2. Complete the fields.

Setting	Description
Description	Enter a name for this greeting. The name should allow you to differentiate this greeting from other greetings you recorded.
New Greeting	Select whether to upload or record a greeting. Greetings must be in MP3 or WAV format. Choices are: <ul style="list-style-type: none">• Upload = use this option to upload a file for use as your greeting. Click the Browse button. Navigate to the file, click the file, and click Open. Click Upload.• Record = if you select this option, enter the number to call (either an extension or a telephone number such as your cell phone) and click Call. Your phone will be called. At the prompt, record the new greeting, and then press # when you finish your recording.

3. Click **Save** in the Manage Audio pop-up window.