



HOW TO RECORD MENU GREETINGS

Instruction in this article is intended to instruct on How To Record Your Menu Greetings.

Write Down Your Greeting

The best way to record a MENU GREETING is by reading it from a document. This eliminates the need to Ad Lib which can result in multiple attempts and frustration. We suggest writing down exactly what you want to record first.

Access The Correct Menu

To access the correct menu you can either call in on your telephone line or dial the access code that reaches the menu you wish to record. If you cannot hear the current menu's greeting that you want to record over then ask your account administrator for the correct access code or contact Quantum Telecom to obtain the correct code.

Enter The 6-Digit Prompt Record PIN (*digits to dial to record a greeting*)

While listening to the current greeting, enter that menu's 6-Digit PIN.

This will stop the current greeting from playing and prompt you to record a new greeting.

You will hear: ***At the tone please say your greeting, then press any key or stop talking to end the recording***

Once you record the greeting and press any key to stop you will here:

Press 1 to Save

Press 2 to Listen

Press 3 to Re Record