



## Vyve Business – Hosted Voice Auto-Attendant Recording Instructions

To record IVR/Auto-Attendants from you Vyve Business Phone/Handset, from a phone within the same account/group:

- Dial 9999
- When it asks for passcode, enter \*
- When it asks for mailbox ID dial 9999#
- Then when it asks for passcode dial 8642

Follow-Prompt Menu To Record/Save Auto-Attendant Prompt Messages

- Press 1 to Change Auto-Attendant Greetings (Business Hours & After Hours Greetings)
  - Press 1 to Change Business Hours Greeting
    - Press 1 to Record a New Business Hours Greeting
      - Press # to Save the Greeting
        - Press \* Key to go Back to Previous Menu
  - Press 2 to Change After Hours Greeting
    - Press 1 to Record a New After Hours Greeting
      - Press # to Save the Greeting
        - Press \* Key to go Back to Previous Menu

(Hang Up When Recordings are Completed)