CLEARLINES
TELEPHONE COMPANY INC.

Changing the COMPANY Auto Attendant Greeting

1. Press the "**Voicemail**" button.
2. Ignore the computer voice asking for a password.
3. **Instead, press # 6 * 9981234 #**
4. The system will now say **"You have zero new messages"**
5. Press 4 to **"To Modify Message"**

> **NOTE! : DO NOT press 1 to Change the Company Greeting**

6. **Press 3** to **"Change Custom Service Menu"**.
7. **Press 1 for Day** message **or 2 for Night** message for Custom Service Prompt.
8. It will play your current auto attendant greeting **(please make sure it is the proper greeting BEFORE going to step 9)**
9. **Press 1** to change
10. **Press 1** to re-record
11. The system will say: "Record at the tone and press 1 to stop recording".
12. After recording your greeting, you can press:

   - 1 to review
   - **2 to accept**
   - 3 to erase and try again

13. Hang up or press **Release** when done