



## North Florida Communications

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### **LG IPECS Auto-Attendant Greeting Recording**

*Auto-Attendant recordings must be performed at the Attendant Station. This is typically extension 100.*

- 1) Press [PGM], then enter [0] + [6]
- 2) Enter the announcement number (001-100).
- 3) When prompted to "PRESS REC TYPE (1-6)" press [1]
  - You will hear the following prompt: "If you wish to leave a message press #".
- 4) Press #, then record the greeting.
- 5) Press [Hold/Save] when you have finished to end the recording.