

Changing Announcements/Greetings

Using Dial Access Codes

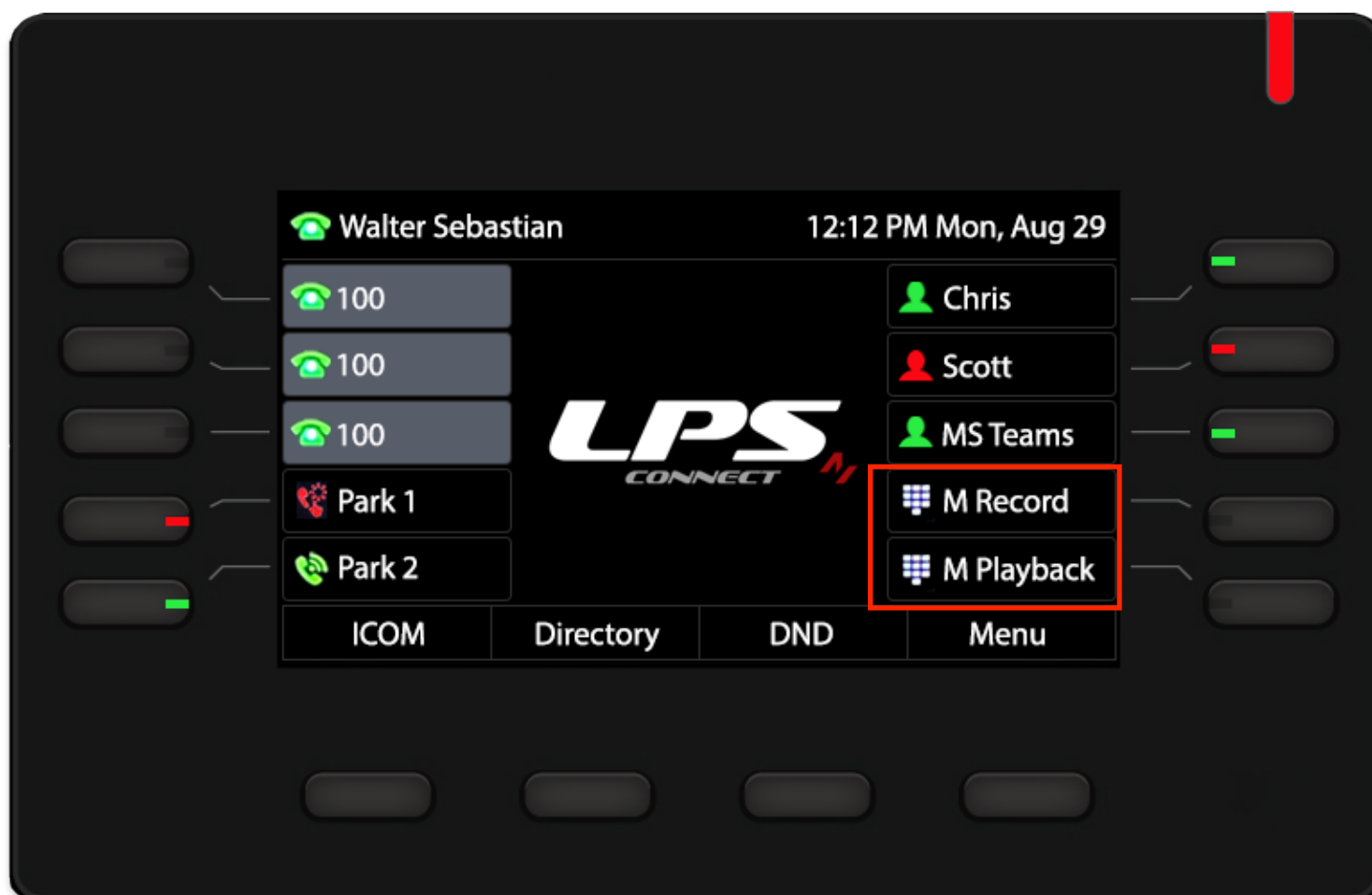
Record Greeting - Main
***321**

Listen to Greeting - Main
***331**

Record Greeting - After Hours
***322**

Record Greeting - After Hours
***332**

Using Feature Keys on a Desktop Set



Recording and Uploading Files via Automation Manager

If you are the Admin on the account and using Automation Manager you can create and upload a file with your announcements in **.mp3** or **.wav** format. These recordings can be made on an iPhone or Android device. The maximum file size is 10MB

Forwarding the Recordings to LPS to Upload

This file can be forwarded to LPS at customerservice@lpsav.com to update the Main and After Hours Announcements - Greetings

Sending LPS the Textual content of the Announcement/Greeting

This file can be forwarded to LPS at customerservice@lpsav.com. LPS will transcribe the content and upload to your account.