



## Record Auto Attendant Message Through the Voice Portal

1. Off network? Please dial the entire number for the Voice Portal DID

OR

2. Dialing 999 or 9999. This extension works only if you are physically sitting on the LAN for the enterprise.

### Simply:

- Dial Voice Portal number
- Press the asterisk key
- Dial Voice Portal number again

**Enter the password for Voice Portal.**

(Default auto attendant record for one) OR enter auto attendant extension you want to record.