



## RECORD PREMIUM ATTENDANT ANNOUNCEMENTS FROM ANY TELEPHONE

To record announcements from any telephone, log into the voicemail system using the Premium Attendant access number and EAS pin provided by Northland's System Administrator, as well as the announcement number.

The announcement number can be found next to the name on the Announcement page.

Each time you create a new announcement, the system will automatically assign an announcement number in CommPortal.

### TO RECORD FROM ANY ACCOUNT PHONE:

- + Press the VM Key, or dial \*99.
- + If the Mailbox information has been set to Fast Login and/or Skip Pin on the Account Phone you are using press \* to enter the Easy Attendant access number and pin.
- + Enter the Premium Attendant access number + press #.
- + Enter the EAS Pin and press #.
- + Press 1 to change your Premium Attendant configurations.
- + You will be told how many menus need recordings.
- + Press 2 to edit recordings.
- + Enter the Announcement Number and press #.
- + Follow the voice prompts.
- + Begin recording at the tone.
- + When finished recording, press #.  
The recording will play back.
- + Press 1 to save the recording.
- + Press 2 to rerecord.
- + Press 3 to exit without saving changes.
- + Press 4 to continue recording where you left off.

### TO RECORD FROM ANY PHONE REMOTELY:

- + Dial: 315-671-0031.
- + Enter the Premium Attendant access number + press #.
- + Enter the EAS Pin and press #.
- + Press 1 to change your Premium Attendant configurations.
- + You will be told how many menus need recordings.
- + Press 2 to edit recordings.
- + Enter the Announcement Number and press #.
- + Follow the voice prompts.
- + Begin recording at the tone.
- + When finished recording, press #.  
The recording will play back.
- + Press 1 to save the recording.
- + Press 2 to rerecord.
- + Press 3 to exit without saving changes.
- + Press 4 to continue recording where you left off.

### WHEN FINISHED WITH ALL RECORDINGS, TURN ON YOUR PREMIUM ATTENDANT:

- + Press \* to return to the Main menu.
- + Press 1 to turn on the Premium Attendant.