



# North Florida Communications

[www.northfloridacommunications.com](http://www.northfloridacommunications.com)

[www.ournewphone.com](http://www.ournewphone.com)

## LG IPECS




### 9000 Series Phones

#### Auto-Attendant Greeting Recording



*Auto-Attendant recordings must be performed at the Attendant Station. This is typically extension 100, but your system may have been programmed differently. Press [0] from any phone to ring the Attendant Station.*

#### Program Speed Dial Bins

- 1) Press the  (Program) button, then enter [0] + [6]
- 2) Enter the announcement number (001-100) that you wish to record.
- 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 the  (Hold/Save) when you have finished to end the recording.
- 6) Return to Step 2 if you want to record another greeting
- or-
- 7) Press the  (Speaker) button to quit.