

# **Modular Messaging**

## **Bulletin Board & Auto Attendant Instructions**

**(Modular Messaging has replaced Audix)**

### ***Announcement Recording***

#### **LOG-IN:**

1. Dial MODULAR MESSAGING extension(5500)or button and listen for the voice prompt.
2. Press the  Then  enter your bulletin board mailbox number followed by the
3. If logging in for the first time, enter the initial default password **3478#**. Otherwise enter the password you have set

#### **Record an Announcement:**

*(Your callers will hear this announcement when your calls are answered by MODULAR MESSAGING.)*

1. Press  to administer your personal options.
2. Press  to select announcements
3. Press  to choose record an announcement.
5. Press  to select announcement number 1.
6. Follow the prompts to begin, end, and save your recording.

#### **Listen to an Announcement:**

*(Your callers will hear this announcement when your calls are answered by MODULAR MESSAGING.)*

1. Press  to administer your personal options.
2. Press  to select announcements
3. Press  to choose record an announcement.
5. Press  to select announcement number 1.
6. Follow the prompts to play and stop your recording.