

# Altigen

## IVR Routing and Recording

Initial recording when calling main line is a IVR, referenced as Phrase # 0001, recorded by Ext 804 (Rachael); to change or re-record follow these prompts:

1. Login to your Ext 804 Voice Mail.
2. Press option 6 (Phrase management is option 6 (Listen carefully to the options))
3. Press 1 to listen to a recording or  
Press 2 to re-record,  
Recommend to listen to the recording first, your recording # is in this case phrase 0001  
..then follow the prompts to save, check your work by calling in to the main line again

**Note:** Password has not changed, still on 5656

Unique solution ID: #1012

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