

PARTNER Messaging Planning Form 3d - Recording Script

Copy this form for each Day Main Menu Script, Night Main Menu Script, Submenu Script and Announcement.

- | | | |
|--|----------------------------------|-------|
| ☐ Day Main Menu | Automated Attendant Number (1-4) | _____ |
| ☐ Night Main Menu | Automated Attendant Number (1-4) | _____ |
| ☐ Submenu | Submenu Number (1-99) | _____ |
| ☐ Announcement | Announcement Number (1-99) | _____ |

If your system is set up for bilingual operation, record the script in both the Primary and Secondary Languages. For Day/Night Main Menu only, direct callers to press *1 to switch to the alternate language.

The maximum length for a Day Menu, Night Menu, or Submenu script is 2 minutes. The maximum length for an Announcement is 4 minutes.

Recording Script

[illegible][illegible]