



How To: Access Maintenance and Operations Support for Auto Attendants

Step 1: Organize your thoughts on the [Auto Attendant Planning Worksheet](#) and email the completed form to Scott Weide at sweide@auburn.wednet.edu.

Step 2: Submit a [TMA Work Request](#) for changes to your auto attendant

Step 3: Maintenance and Operations will confirm desired changes with site administrative team

Step 4: Maintenance and Operations will schedule a time to record the messages with the site's voice actor.