

# What can I change in an Auto Attendant?

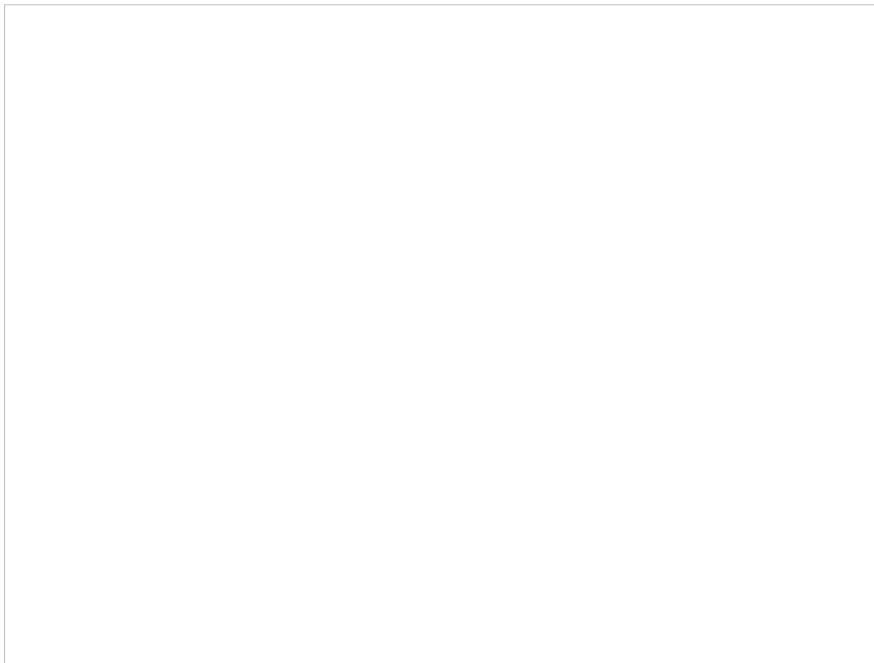
40 Thu, Jan 28, 2021 Account Administration

## Question

How do I?

## Answer

Once an Auto Attendant is created, you can click on the name from the Auto Attendant tab and access the **Auto Attendant Details**. This page will contain the Auto Attendant Information, Prompts to record and upload, configuration options, and schedules if applicable.



<b>Group</b>	The names of the group to which the Auto Attendant belongs.
<b>Base Extension</b>	The extension provided for the Auto Attendant. The first extension used will be 9500. Auto Attendants should always have an extension with 95XX.
<b>Scheduled</b>	Yes/No indicating if the Auto Attendant will have a schedule or not
<b>Phone Numbers</b>	Displays the phone numbers that are pointing to the Auto Attendant.
<b>Name</b>	Name of the Auto Attendant.
<b>Announcement Enabled</b>	Yes/No indicating if an announcement is enabled
<b>Max Prompt Repeat</b>	The number of times the Auto Attendant recording will play before defaulting to No Selection
<b>Auto Attendant State</b>	The Auto Attendant will be permanently in the open state, closed state, or follow the define schedule.

## Prompts

<b>Name</b>	Three options available; Announcement, Open, and Closed.
<b>Control</b>	You can upload, download, play, and record messages with the <input type="checkbox"/> , <input type="checkbox"/> , <input type="checkbox"/> , and <input type="checkbox"/> buttons. Uploads must be aac, m4a, mp3 or wav file, with maximum of 10 megabytes for MoH and Prompt.

**Action**

If a file is uploaded, the  can be used to remove it.  
When defining the call routing options, input is required for the open configuration. If a schedule is used, options for the closed configuration must also be defined. Each option is listed in numerical order and has notes available for each option. Selections can go to any existing extension on the MAXcore platform. This includes individual users, hunt groups, other auto attendants, and queues. The following macros are also supported: DIAL\_BY\_NAME and REPEAT\_MENU.



The information below applies to both the open and closed configuration.

**Ring First (Open Only)** Exclusive to the Open Configuration panel, pressing the  will enable calls directed to the auto-attendant to ring another extension for a customizable amount of time before the auto-attendant handles the call.

**Zero-Option \*** Lines/extensions input in this section will be dialed when the option is selected. Notes to the right allow users to make a short note to indicate where it goes.

**No Selection**  Once the max prompt repeat is over, if no option is input by the caller, this input (extension) will be dialed. Input changes require the update button to be clicked in order for the changes to be uploaded.

**Applies To**

- Partner
- Admin
- User