

How do I create an auto attendant?

41 Thu, Jan 28, 2021 Account Administration

Question

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Answer

Pressing the under the Auto Attendant tab will bring you to the **Create New Auto Attendant** page. All of the information with a * is required to create the Auto Attendant.



- Base Extension** The extension assigned to the Auto Attendant. Should start with 95XX.
- Name** Name to be given to the Auto Attendant being set up.
- Max Prompt Repeat** The number of times the Auto Attendant will repeat. At minimum this must be a 1.
- Scheduled** Determines the days/hours during which the auto attendant will be played for callers. If nothing is entered, the auto attendant will be played 24 hours.
- Announcement Enabled** If enabled, an audio prompt will be played before the open auto attendant greeting is played.

Applies To

MAXvoice
Call Flow