How do I create an auto attendant?
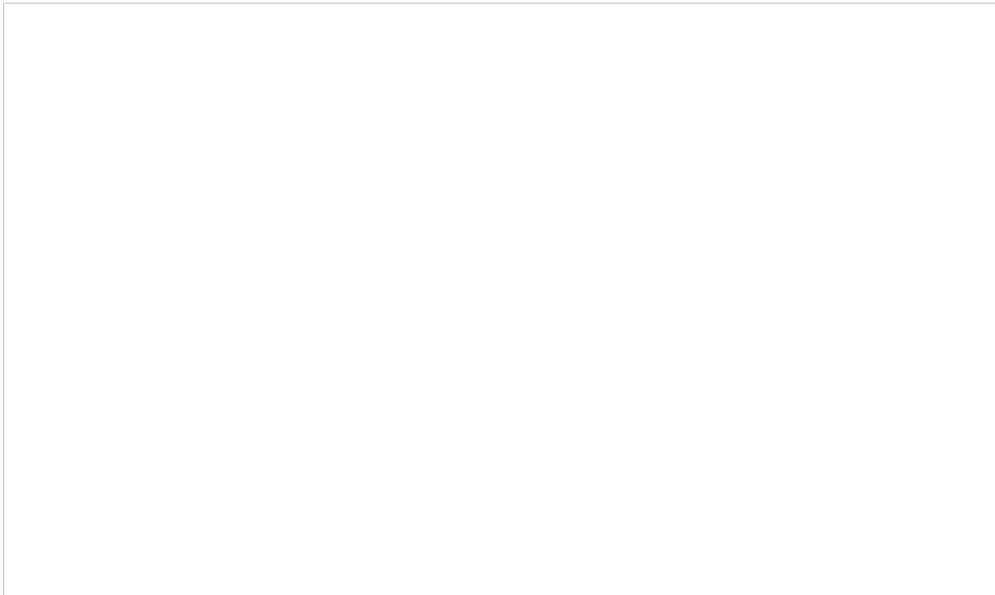
Question

How do I create an auto attendant?

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