

# How do I create an auto attendant?

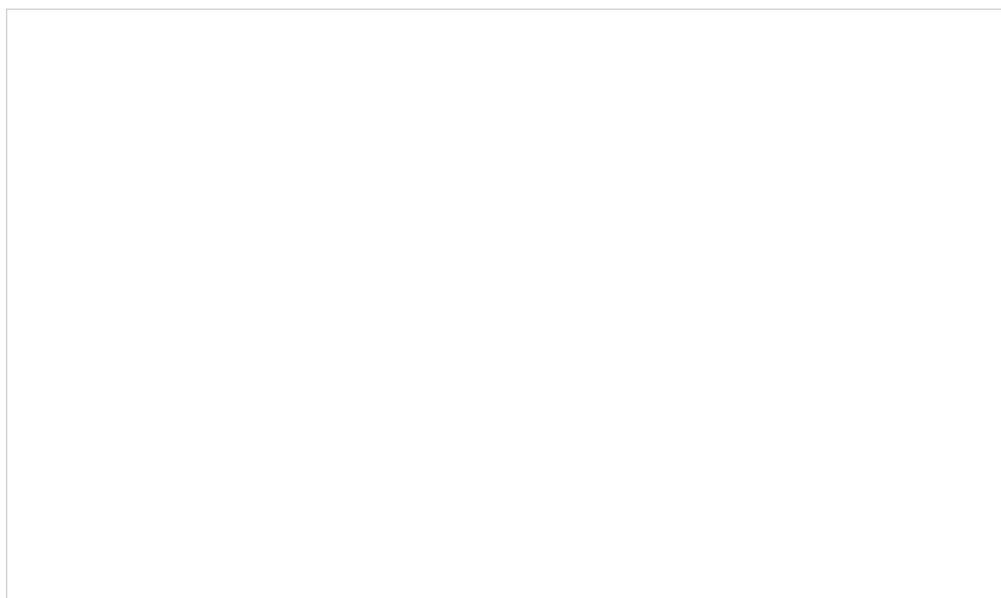
41 Thu, Jan 28, 2021 Account Administration

## 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** The number of times the Auto Attendant will repeat. At minimum this must be a 1.

**Repeat**

**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** If enabled, an audio prompt will be played before the open auto attendant greeting is played.

**Enabled**

## Applies To

MAXvoice  
Call Flow