

CloudPBX Voicemail Softphone Setup

Step	Task	Screenshot
1	Open your main CloudPBX window.	

3CX Team

Team + [Profile Icon] Search

4 Chat

Meet

3 Calls

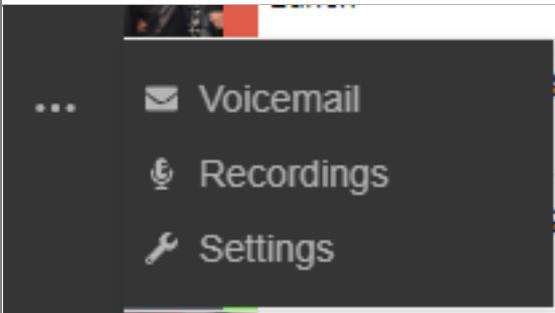
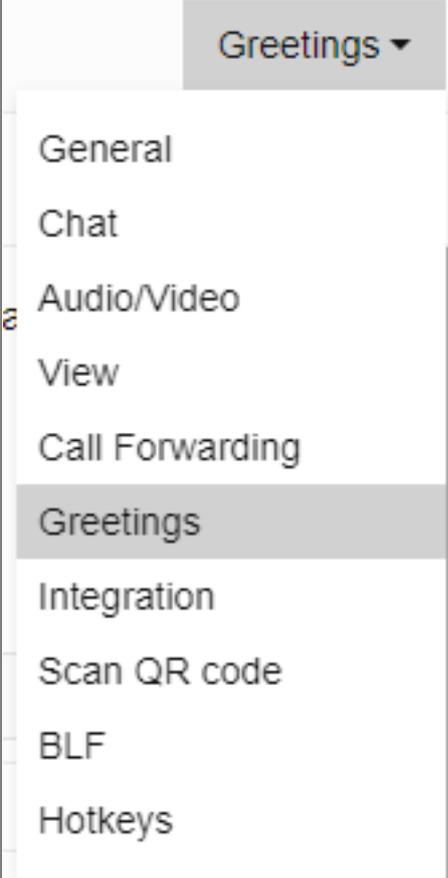
Panel

Contacts

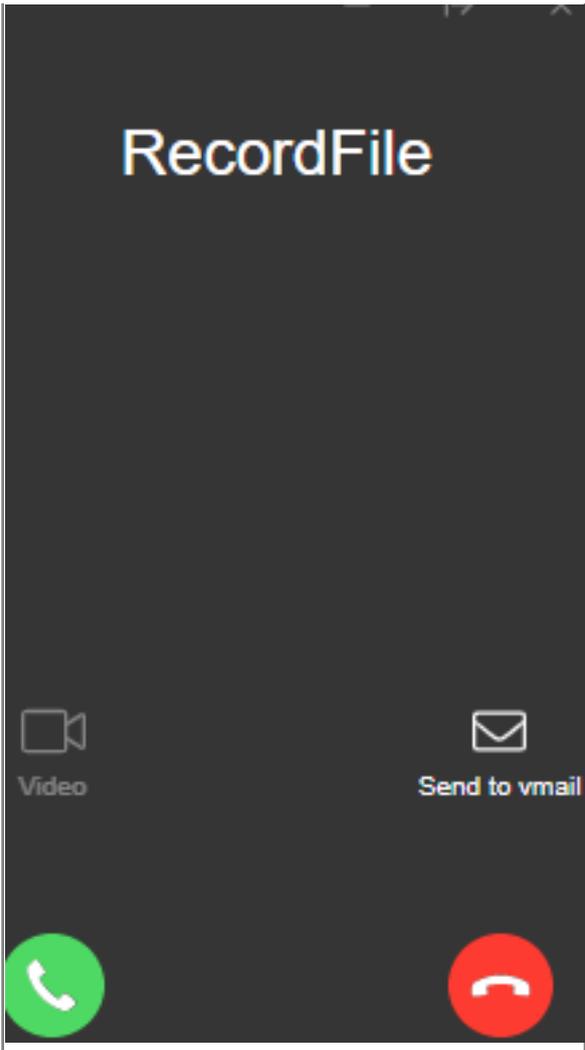
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Apps

	Anthony Polselli 101 On a call
CA	Christian Akers 104 Available
C	Conference Room 105 Available
	Ed Pallera 112 ON LUNCH BREAK
	Jessica Landry 107 Lunch
JS	Joe Sanchez 103 On a call
JR	John Reeske 116 Site Down
	John Spencer 111 Cell phone Ringer off
KS	Katie Sharra 102 Out of office
	Lisa Hall 108 On a call
	Mandy Romo 114 Available
	Matthew Ferguson 117 Available
	Mike Johanning 110 Available

2	Choose the Menu ... Option in the left Pane under Contacts	
3	Select Settings	
4	From the Drop down menu in the upper right corner Change from General To Greetings	
5		

	<p>Select the Record button</p>	<p>Greetings</p> <hr/> <p>Select or upload a customized greeting for each profile status</p> <div data-bbox="1054 510 1458 600"> <input checked="" type="radio"/> Record greeting </div> <p>Default</p> <ol style="list-style-type: none"> 1. Type in what you would like to say 2. Press "OK" on the bottom right
6	<p>Name your recording file</p> <p>Press OK to save your greeting.</p>	<p>Record Media Prompt File</p> <hr/> <p>Enter a file name for your new prompt file</p> <div data-bbox="1038 1346 1596 1435"> <input type="text" value="Audio File Name"/> </div> <p>File name is required</p>
7	<p>Once you select OK the system will call you. Press the green answer button</p>	

		
	<p>You will hear Record your message then Press #</p>	

Online URL: <https://kb.naturalnetworks.com/article.php?id=416>