

CloudPBX Voicemail Softphone Setup

| Step | Task | Screenshot |
|------|---------------------------------|------------|
| 1 | Open your main CloudPBX window. | |

3CX Team

Team + [Profile Icon] Search

4 Chat

Meet

3 Calls

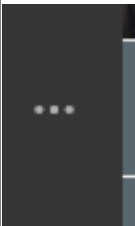
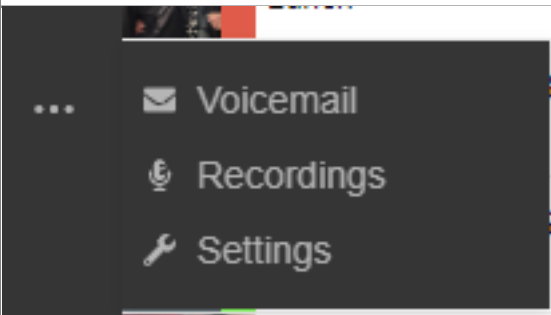
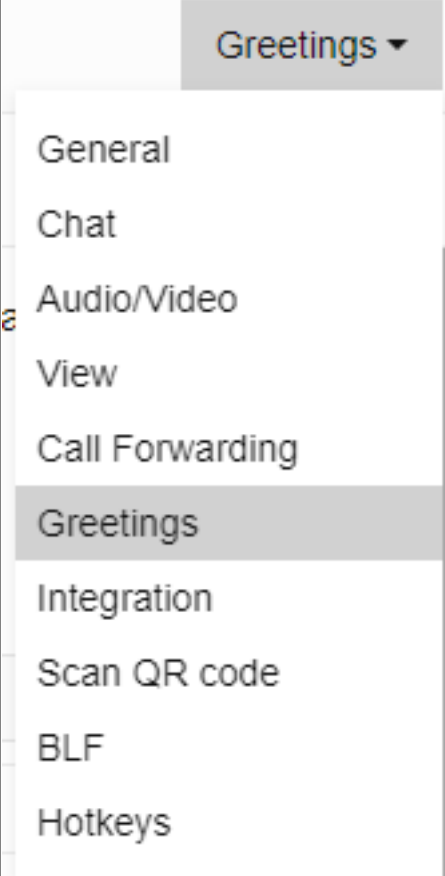
Panel

Contacts

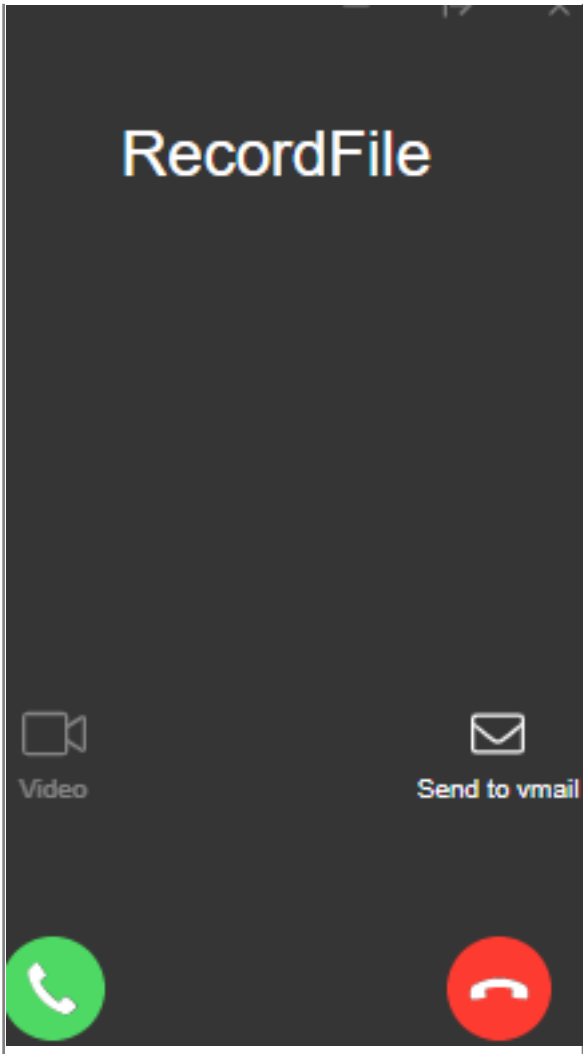
...

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>