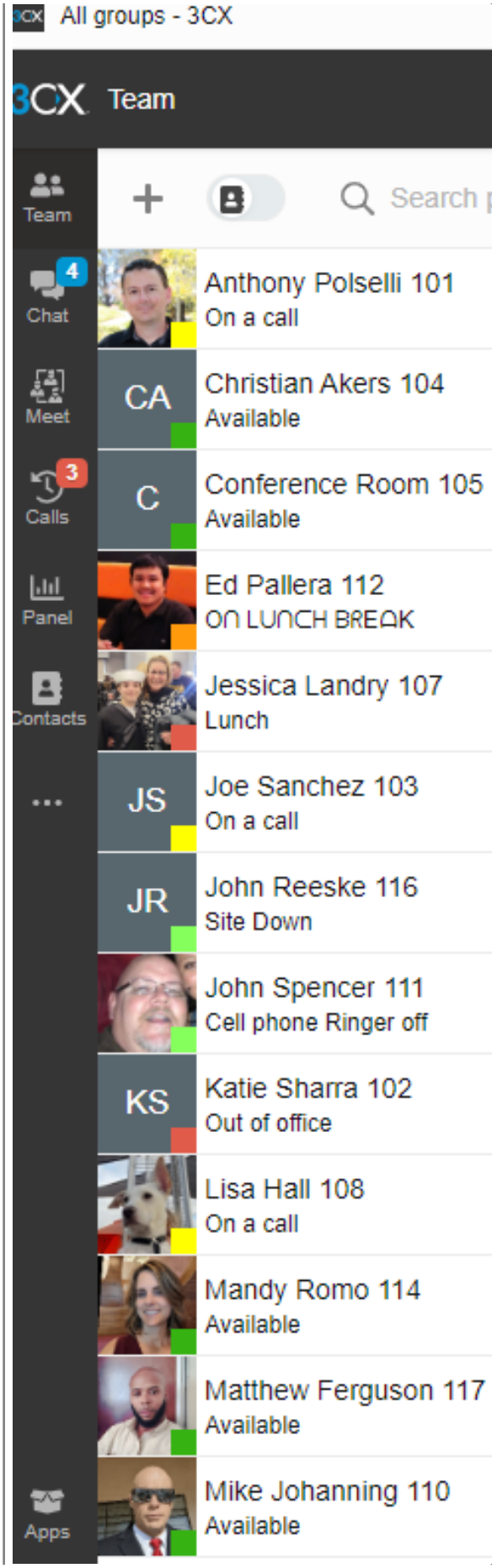
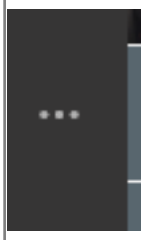
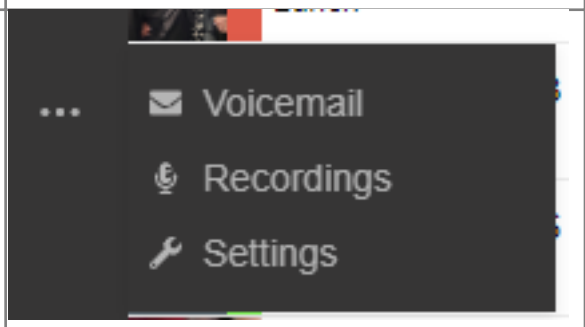
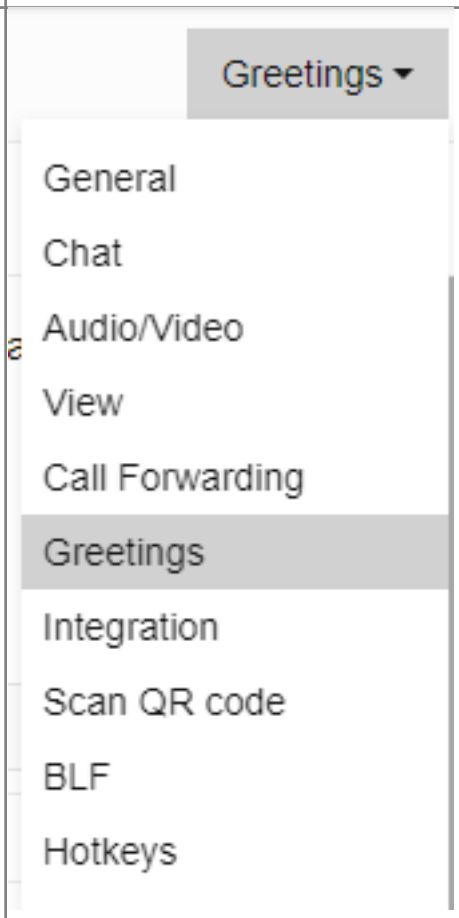
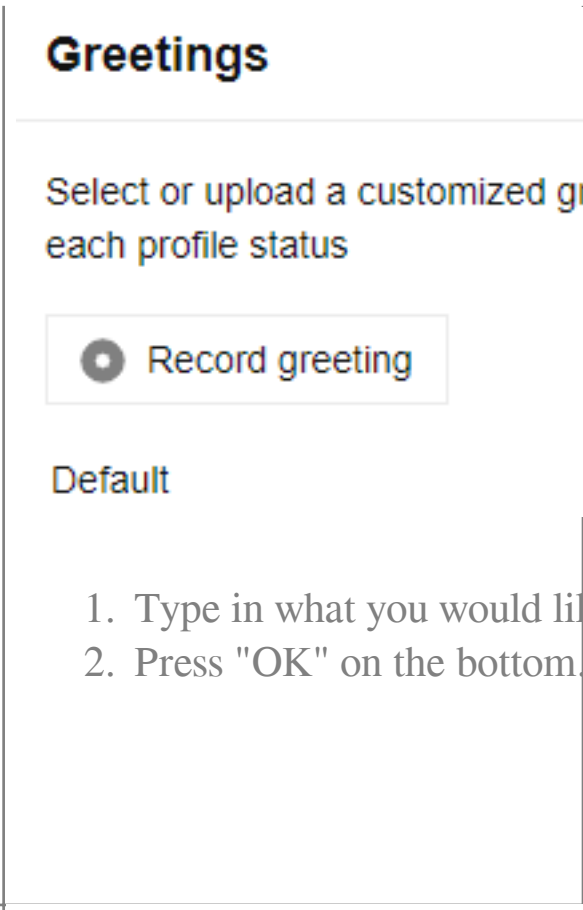
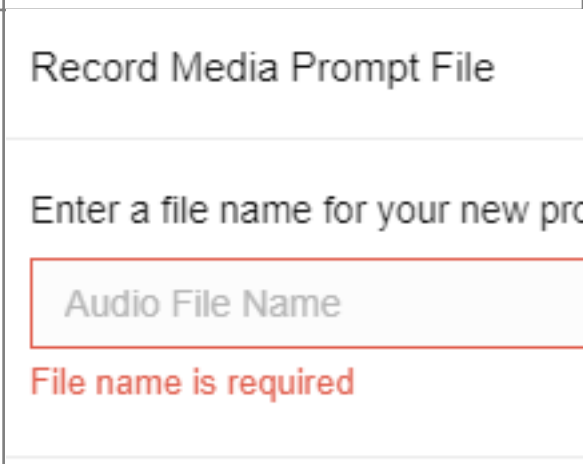
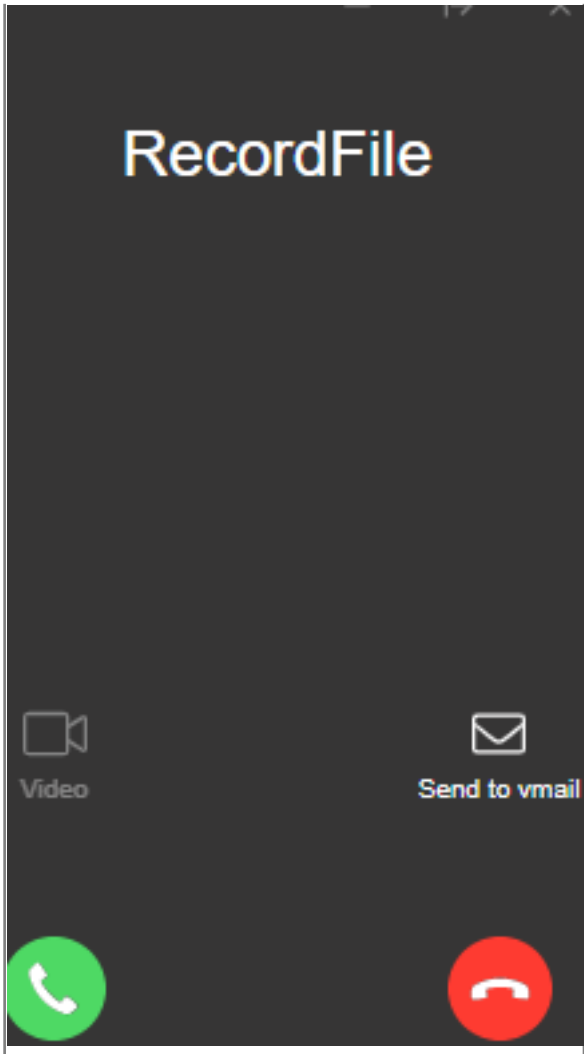
CloudPBX Voicemail Softphone Setup

Step	Task	Screenshot
1	Open your main CloudPBX window.	


All groups - 3CX
3CX Team
Team
Chat
4
Meet
Calls
3
Panel
Contacts
Apps
Search
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		

	Select the Record button	
6	Name your recording file Press OK to save your greeting.	
7	Once you select OK the system will call you. Press the green answer button	

		
	You will hear Record your message then Press #	

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