

CloudPBX Voicemail Softphone Setup

Step	Task	Screenshot
1	Open your main CloudPBX window.	

3CX Team



Chat

Meet

Calls

Panel

Contacts

...

JR

KS

Lisa Hall

Mandy Romo

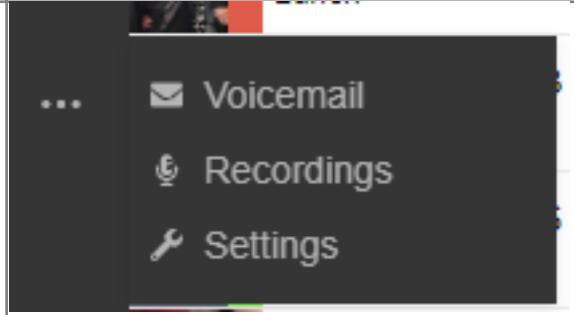
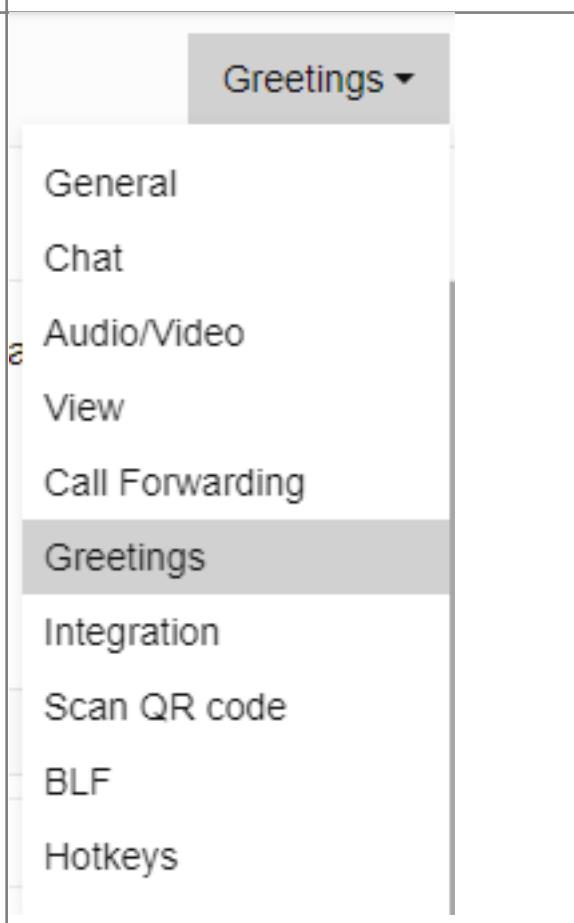
Matthew Ferguson

Mike Johanning



Search

	Anthony Polselli 101 On a call
	Christian Akers 104 Available
	Conference Room 105 Available
	Ed Pallera 112 ON LUNCH BREAK
	Jessica Landry 107 Lunch
	Joe Sanchez 103 On a call
	John Reeske 116 Site Down
	John Spencer 111 Cell phone Ringer off
	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

Greetings

Select or upload a customized greeting for each profile status

 Record greeting

Default

1. Type in what you would like to say.
2. Press "OK" on the bottom.

6

Name your recording file

Record Media Prompt File

Press OK to save your greeting.

Enter a file name for your new prompt

File name is required

7

Once you select OK the system will call you. Press the green answer button

RecordFile



Video



Send to vmail



You will hear Record your message then
Press #

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