



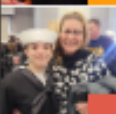

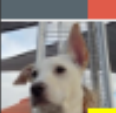

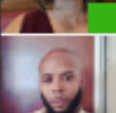
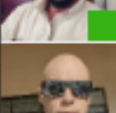
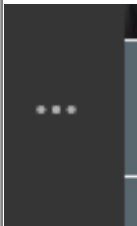
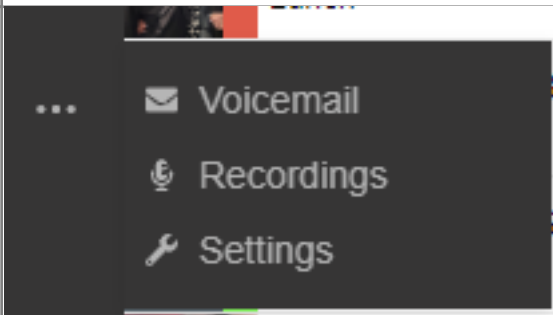
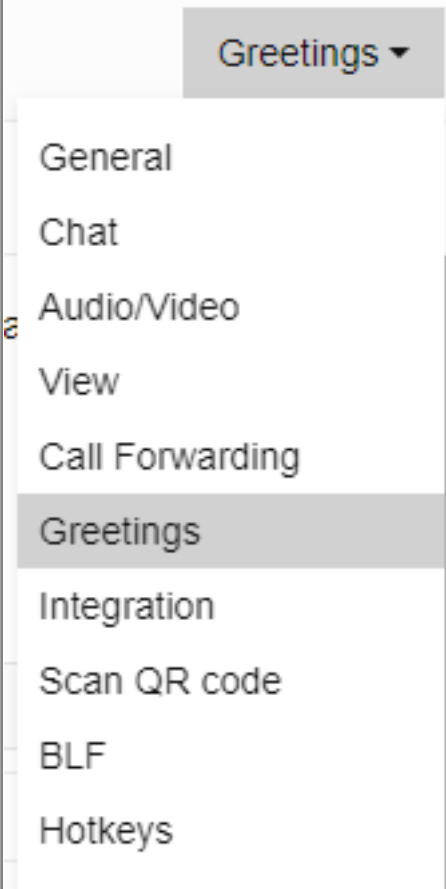



# CloudPBX Voicemail Softphone Setup

Step	Task	Screenshot
1	Open your main CloudPBX window.	

## 3CX Team

Team	+		 Search
Chat <sup>4</sup>		Anthony Polselli 101 On a call	
Meet	CA	Christian Akers 104 Available	
Calls <sup>3</sup>	C	Conference Room 105 Available	
Panel		Ed Pallera 112 ON LUNCH BREAK	
Contacts		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	
Apps		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	<div><h2>Greetings</h2><p>Select or upload a customized greeting for each profile status</p><div> Record greeting</div><p>Default</p><ol style="list-style-type: none"><li>1. Type in what you would like to say</li><li>2. Press "OK" on the bottom right</li></ol></div>
6	<p>Name your recording file</p> <p>Press OK to save your greeting.</p>	<div><h3>Record Media Prompt File</h3><p>Enter a file name for your new prompt</p><div>Audio File Name</div><p>File name is required</p></div>
7	Once you select OK the system will call you. Press the green answer button	

		<div><div>RecordFile</div><div><div><div><div></div></div><div>Video</div></div><div><div><div></div></div><div>Send to vmail</div></div></div><div><div><div></div></div><div></div></div><div><div></div></div><div></div></div>
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