

IP Office Partner Edition 6.1

Auto Attendant Info 1

These are the “Profile” greetings for each AA.
They are played based on the “Greeting Times”
They are optional and can be UnChecked

Auto Attendants
1 through 9

Auto Attendant									
Greeting Prompts	1	2	3	4	5	6	7	8	9
Morning Greeting	7811	7812	7813	7814	7815	7816	7817	7818	7819
Afternoon Greeting	7821	7822	7823	7824	7825	7826	7827	7828	7829
Evening Greeting	7831	7832	7833	7834	7835	7836	7837	7838	7839
Out of Hours Greeting	7851	7852	7853	7854	7855	7856	7857	7858	7859
Emergency Greeting	7861	7862	7863	7864	7865	7866	7867	7868	7869

Greeting Times

Morning

8:00 AM ▼ to 12:00 AM ▼

Afternoon

12:01 AM ▼ to 5:59 PM ▼

Evening

6:00 PM ▼ to 7:59AM| ▼

Remember, each Auto Attendant (1-9) can have
its own “Greeting Times”

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Auto Attendant Info 2

Remember, each Auto Attendant 1-9 can be different.

Action Prompts

	Auto Attendant								
	1	2	3	4	5	6	7	8	9
Action Prompts									
Morning Menu	7841	7842	7843	7844	7845	7846	7847	7848	7849
Afternoon Menu	7871	7872	7873	7874	7875	7876	7877	7878	7879
Evening Menu	7881	7882	7883	7884	7885	7886	7887	7888	7889
Out of Hours Menu	7891	7892	7893	7894	7895	7896	7897	7898	7899

Each "Action Prompt" is associated with a "Type"

Setup Auto Attendant Actions

Type

☒ Morning ☐ Afternoon ☐ Evening ☐ Out of Hours

	Key	Action	Destination
▶	0	Transfer to Number	10::Receptionist12345678
	1	Replay Greeting	
	2	Dial by Number	
	3	Dial by Number	
	4	Dial by Number	

Copy Morning selector codes to all menus

You can make all "Actions" the same by using this.

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Auto Attendant Info 3

	Auto Attendant								
	1	2	3	4	5	6	7	8	9
Auto Attendant Access	7801	7802	7803	7804	7805	7806	7807	7808	7809

You can dial each of these “Auto Attendant Access” numbers to test your setup.
Calls can also be “Transferred” to these numbers.

Follow Night Service: Default = On, Software level = 6.1+

If selected, and the system *is* in night service, the auto attendant will switch to using its “Out Of Hours” greetings and menu actions.

If not selected, and the system *is not* in night service, the auto attendant will use the greetings and menu options as determined by its “Time Profile” settings.

Configure Profiles

Name	Partner Auto Attendant 2		
Maximum Inactivity	8	Menu Prompt	Each menu uses its own
Dial By Direct Number	<input type="checkbox"/>	Follow Night Service	<input type="checkbox"/>
Dial By Name Match Order	Last then First		
Language	United States (US English)		