

Hosted PBX by Golden West


Editing Auto Attendants

There might be times when you need to edit auto attendants.

1. From the Auto Attendants page, either:













- Click a name

OR

- Hover over a name, and then click the  icon at the far right of the Auto Attendants page. For example:

Click a name or...

...click this icon


Name	Extension	
Jones	111	 
Zeus	111	 
Test	1234	 
Main Autoattendant	500	 
foo	555	 
foo2	556	 

[Add Attendant](#)


Either step displays a pop-up window similar to the following.












Auto Attendant Name:






Extension:

Intro Greetings: 

Menu Prompt **Dial Pad Menu**



2. Complete the fields and click Save.