Net2phone Portal
Set up welcome menus (Auto attendants)

STEP 1

Click on the company icon on the left side

STEP 2

Click on Welcome Menus

STEP 3

Click on ADD WELCOME MENU
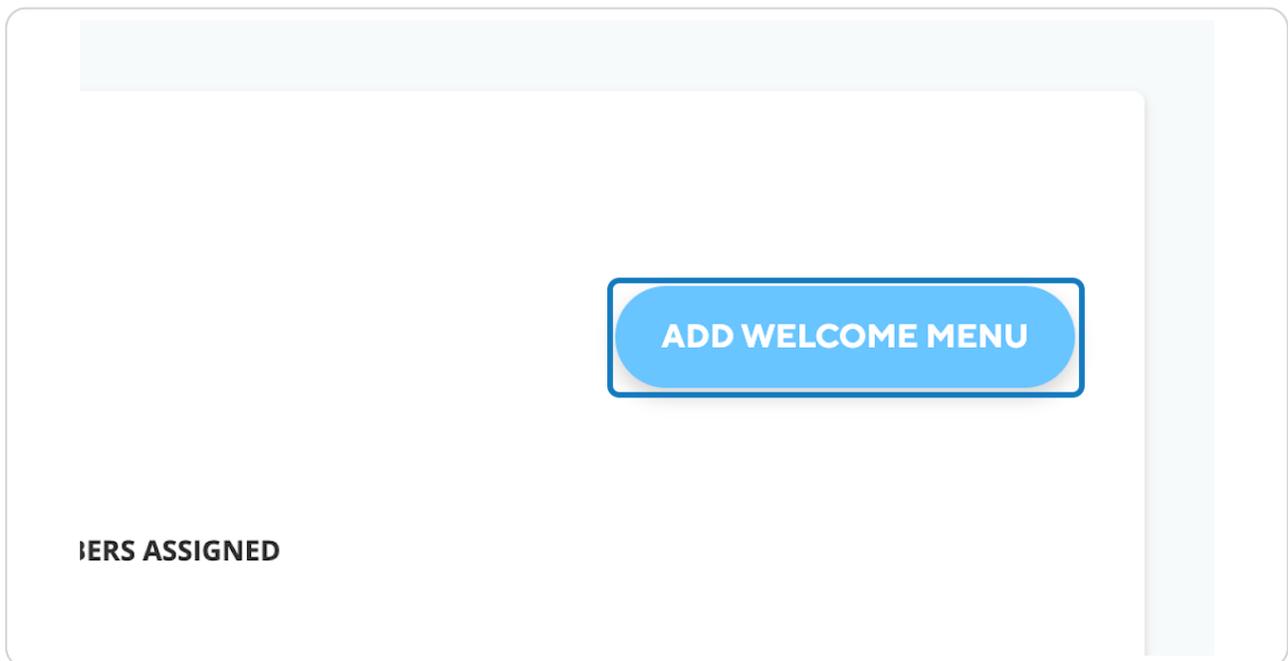
STEP 4

Name your Welcom Menu

STEP 5

Then first step for routing is to choose what happens if the caller doesn't choose any option.

STEP 6

Click on "Add Menu Option" and add as many options as you'd like to map.
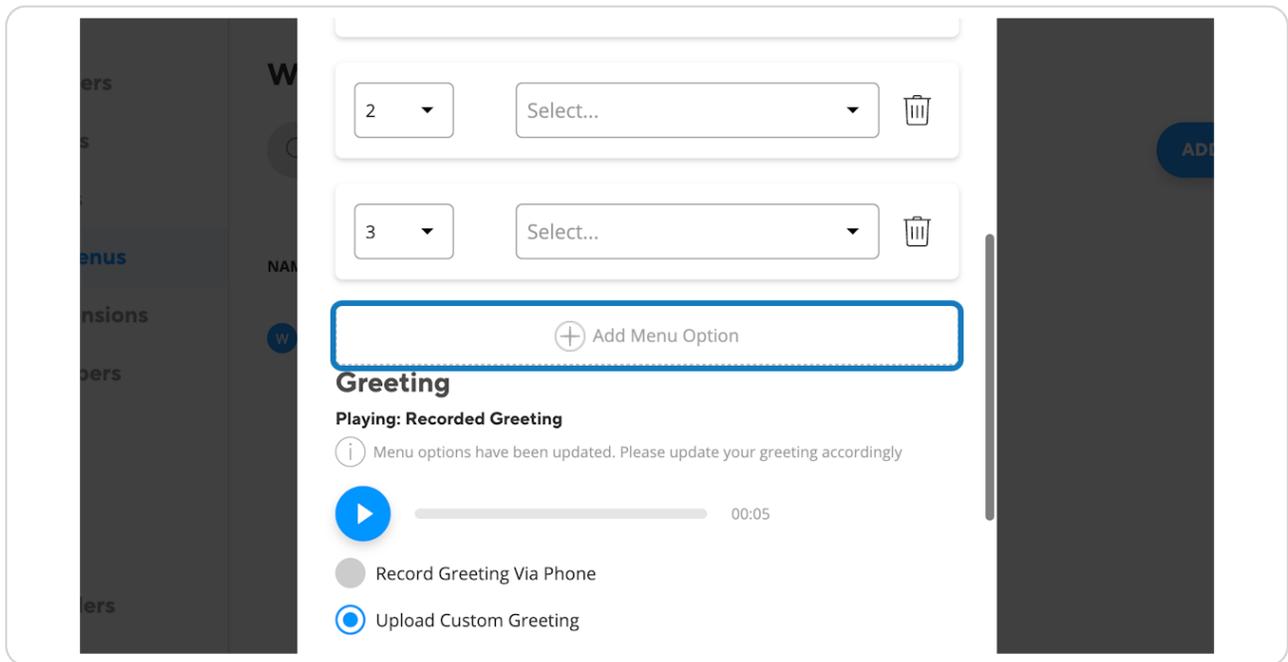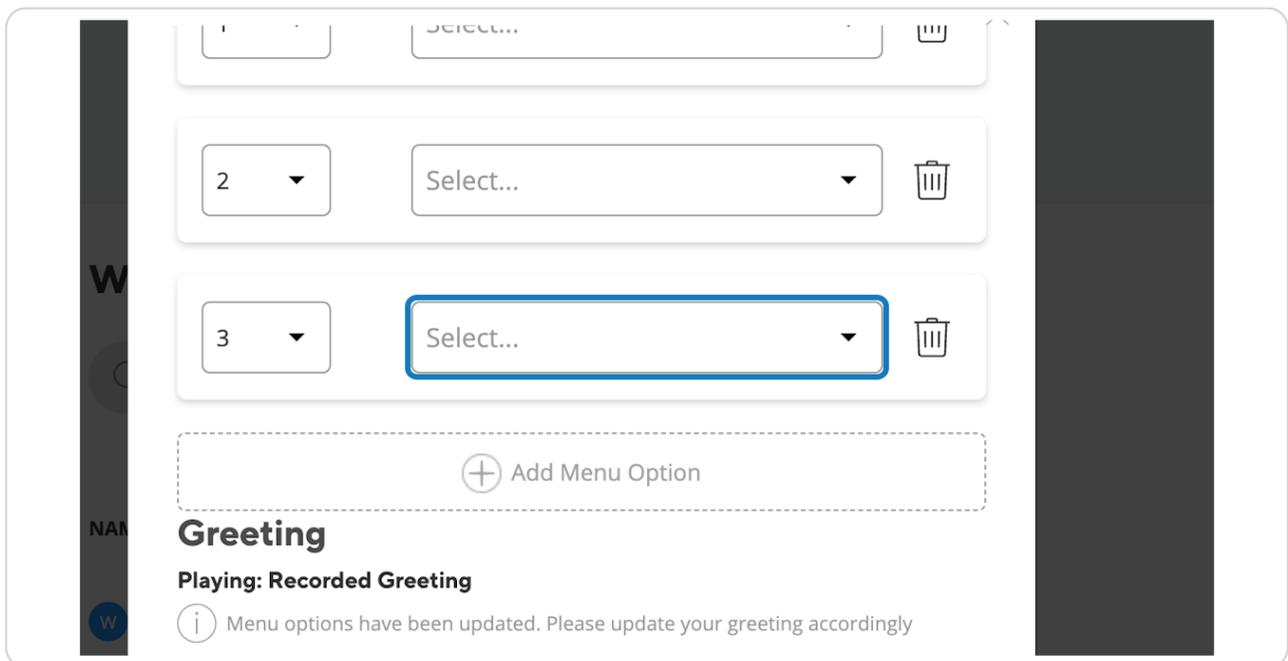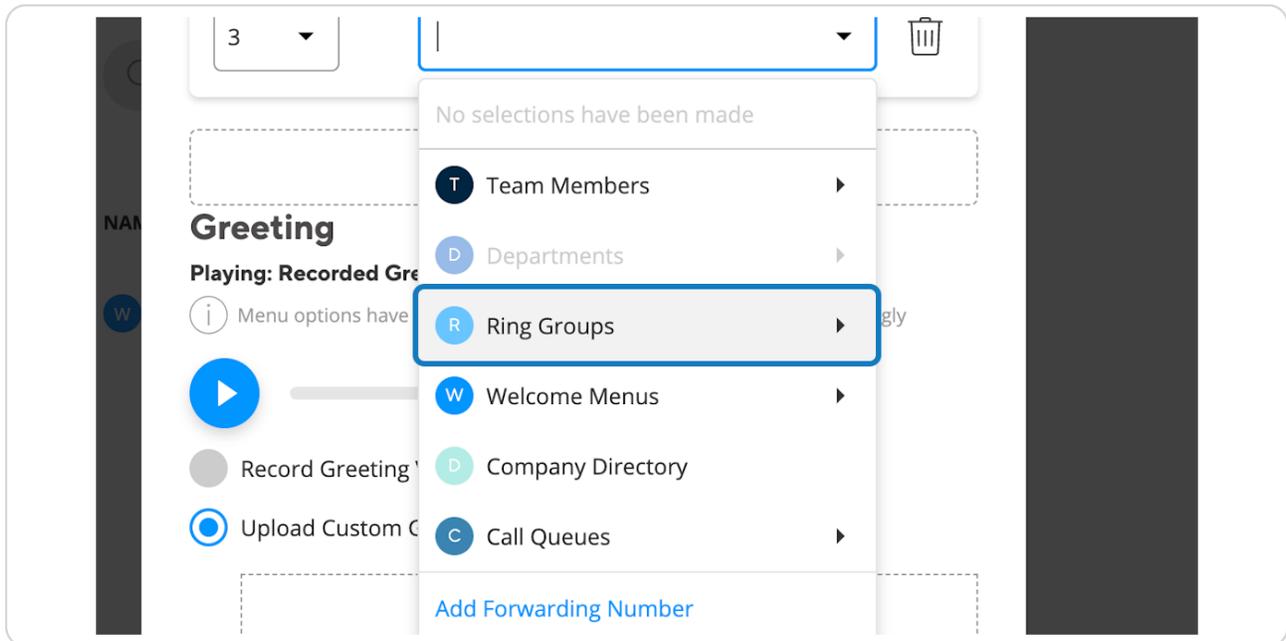

STEP 7

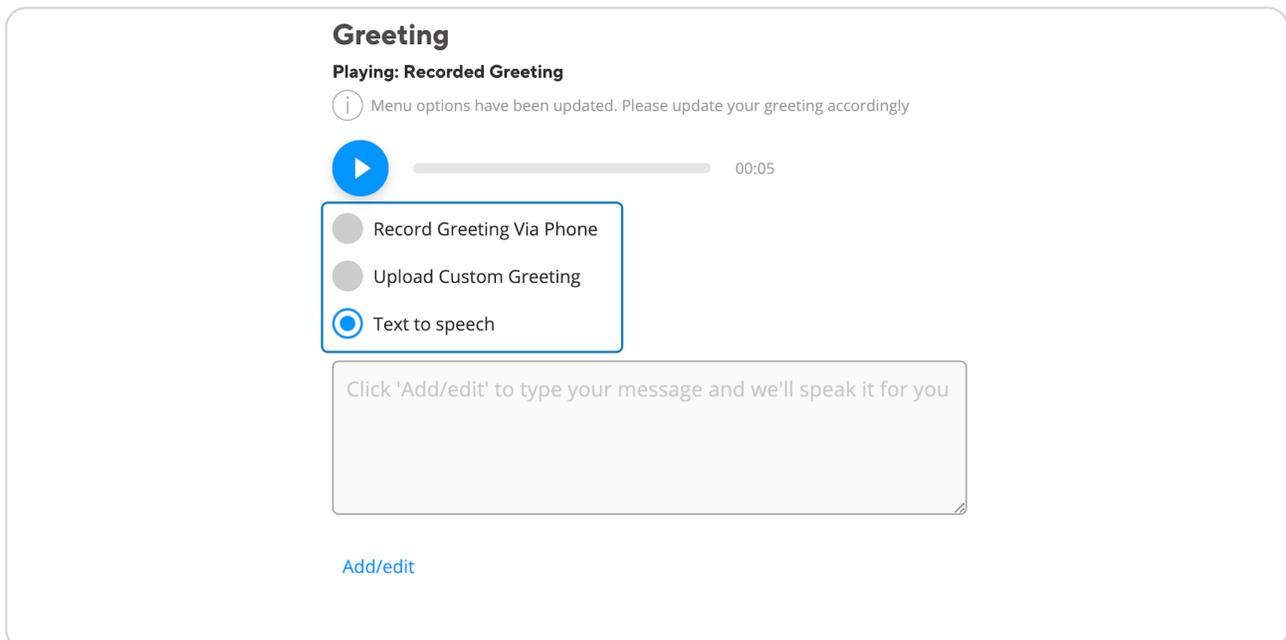## Click on Select... to choose where you'd like to point each option

After clicking on "Click on Select." a drop down will fall, Click on the drop-down item you want calls to go to for each option.

Choose how you'd like to record your greeting.

STEP 10

ANd then click save

empire
TELECOM