



Net2phone Portal Set up welcome menus (Auto attendants)

For support call: 732.363.9898 Email: Support@empiretelecomnj.com

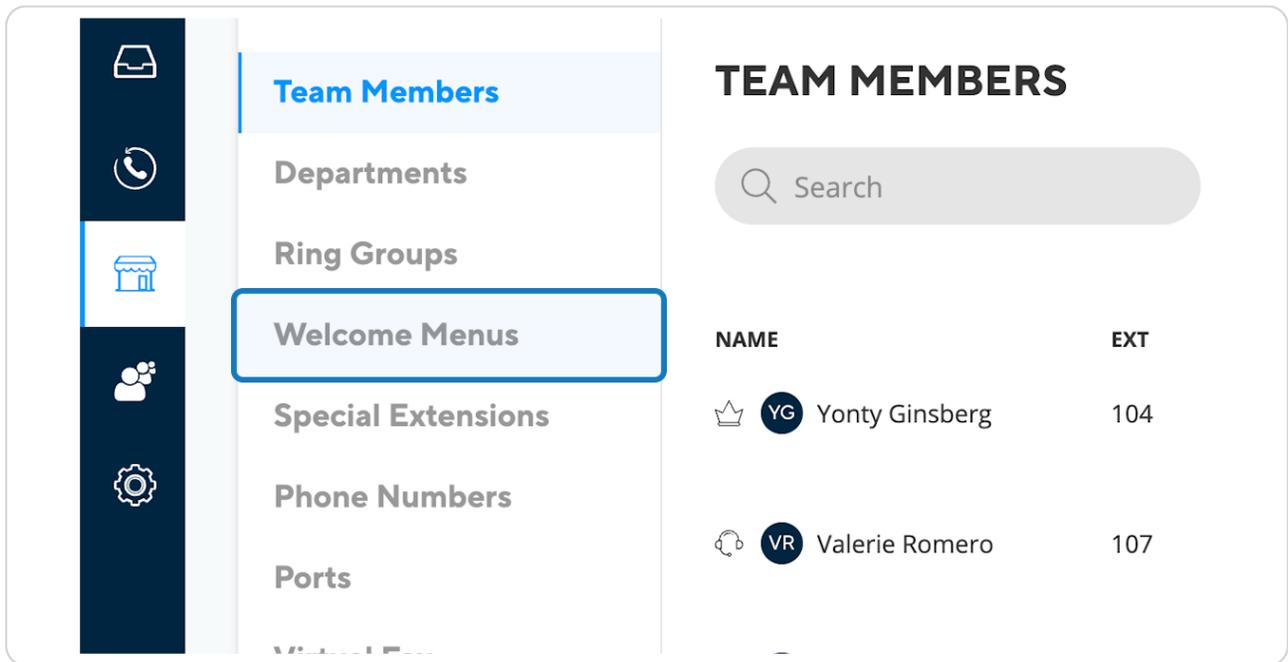
STEP 1

Click on the company icon on the left side



STEP 2

Click on Welcome Menus

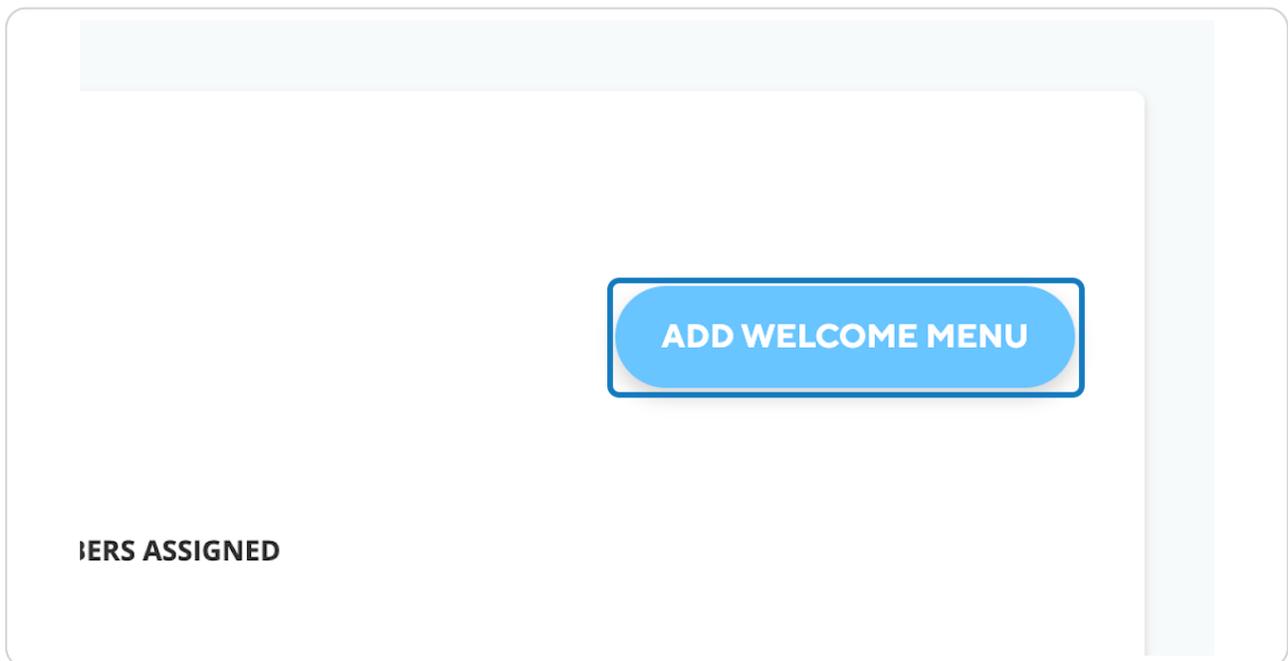


The screenshot shows a sidebar menu on the left with several options. The 'Welcome Menus' option is highlighted with a blue border. To the right, the 'TEAM MEMBERS' section is visible, featuring a search bar and a table with two members listed.

NAME	EXT
  Yonty Ginsberg	104
  Valerie Romero	107

STEP 3

Click on ADD WELCOME MENU



The screenshot shows a large, light blue rounded rectangle containing a prominent blue button with white text that reads 'ADD WELCOME MENU'. In the bottom left corner, the text 'MEMBERS ASSIGNED' is partially visible.

STEP 4

Name your Welcome Menu

Add Welcome Menu

Name
My Welcome Menu

Assigned Numbers
Unassigned

Ext Auto
501

Callers will be routed to the following welcome menu

Send SMS to
All Company

Choose a number to send all Welcome Menu's SMS to.

STEP 5

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

Allow Barging Through ⓘ

Key Options Forward Calls To

No Selection
Required

Select...

+ Add Menu Option

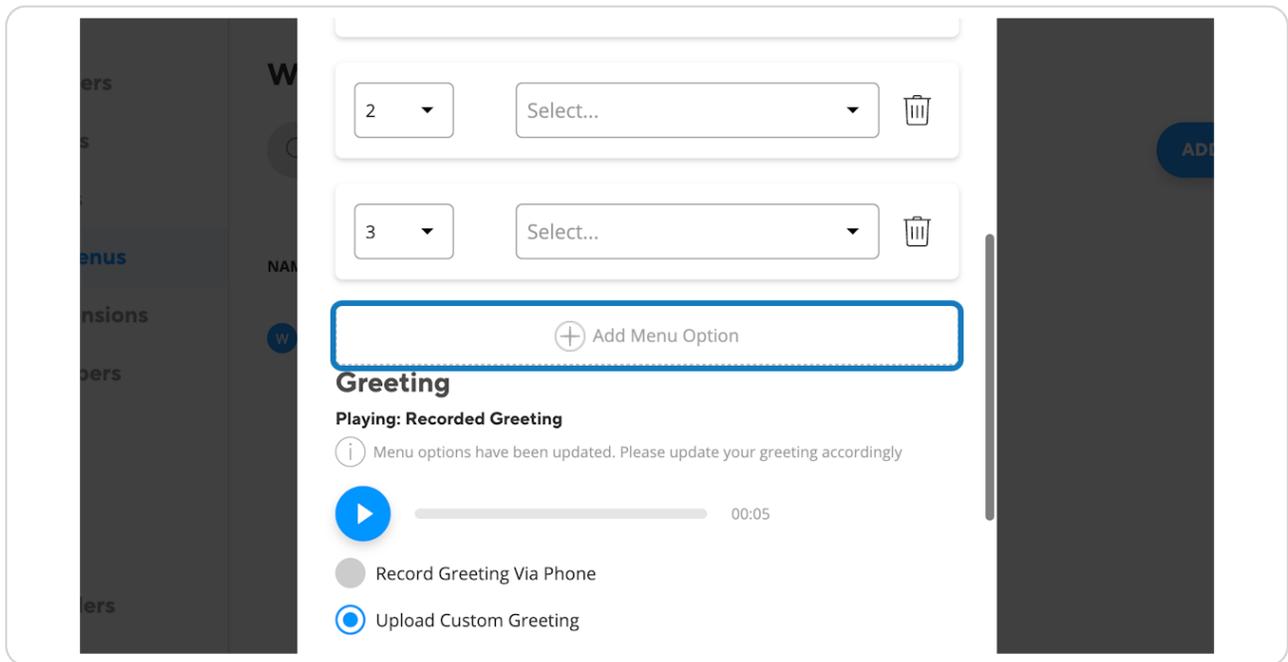
Greeting

Playing: Recorded Greeting

ⓘ Your menu options are not included by default. Update your greeting message to include your menu options.

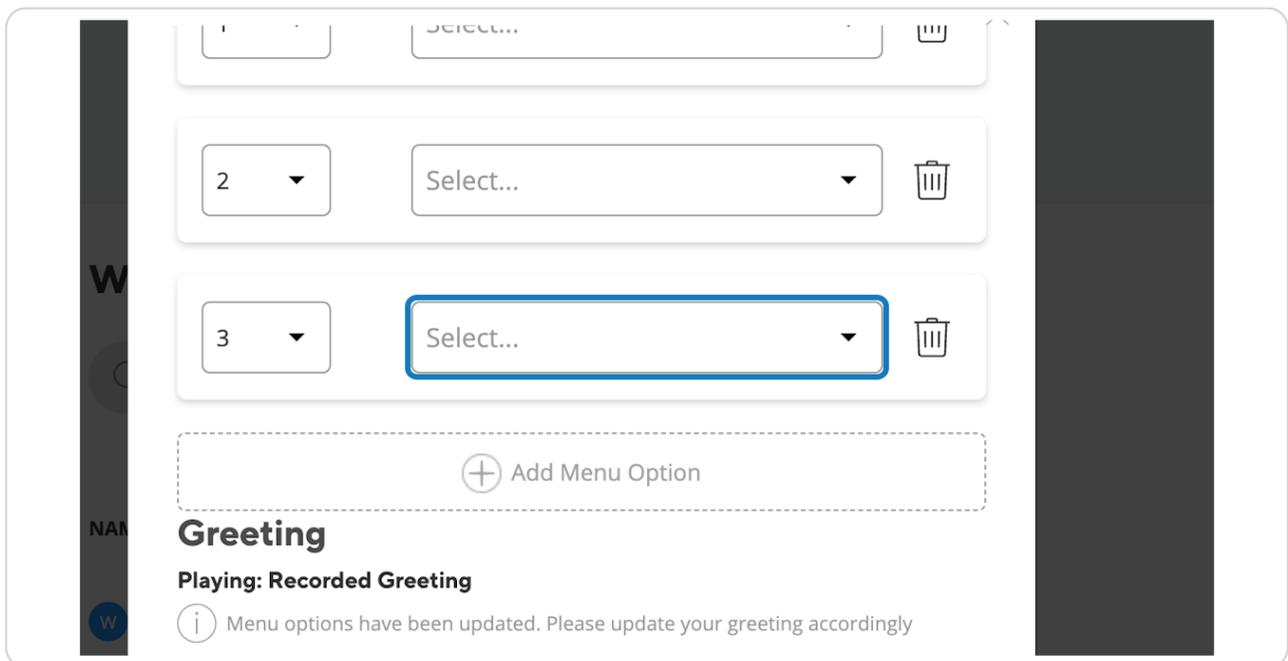
STEP 6

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



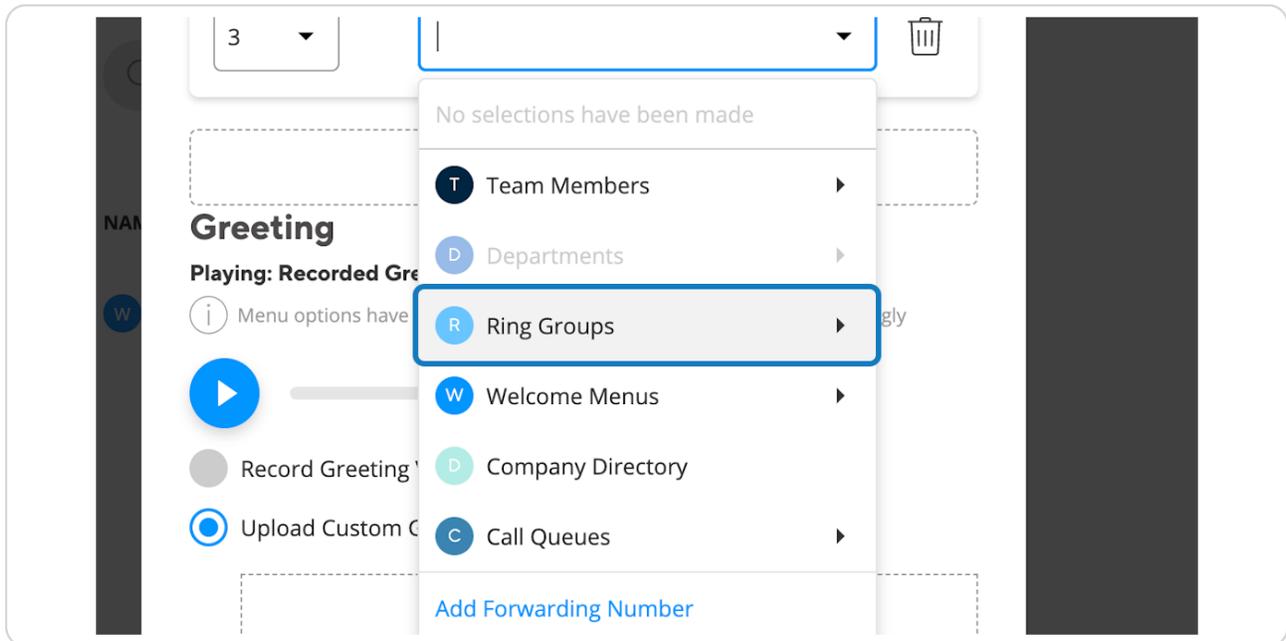
STEP 7

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



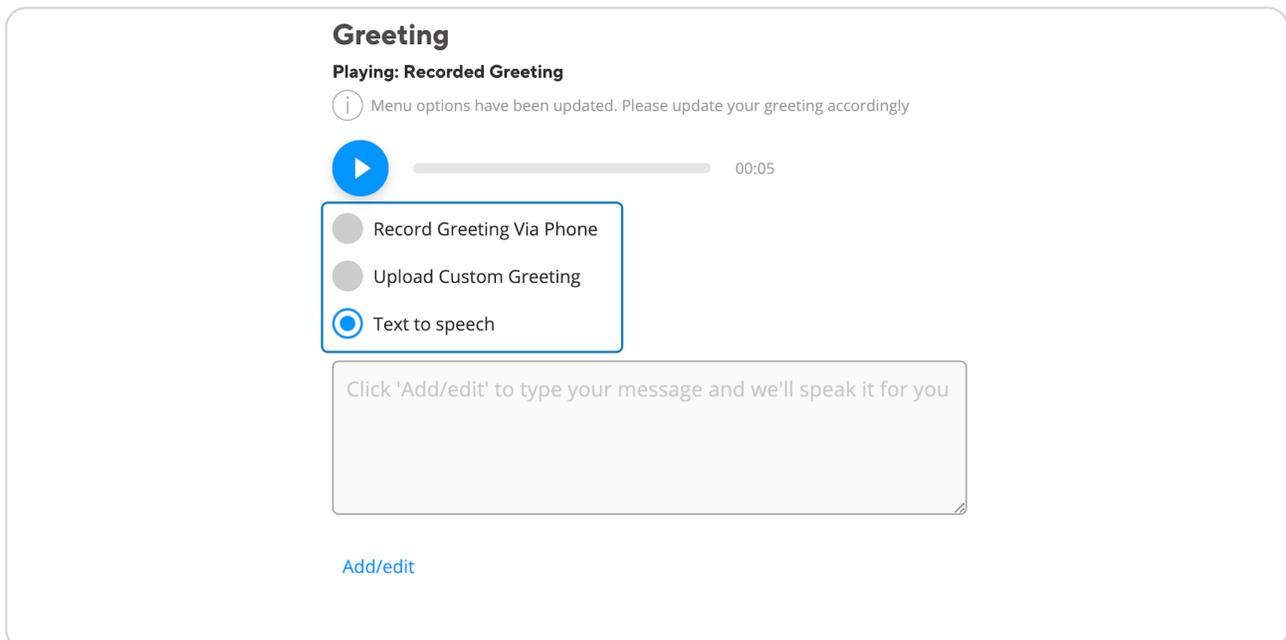
STEP 8

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.



STEP 9

Choose how you'd like to record your greeting.



STEP 10

AND then click save

