

## VoIP Adapter – User Guide

This guide is meant to help you set up your VIRTUAL PhoneFusion One phone number and PhoneFusion VoIP Adapter. It will also provide you some tips and shortcuts. **Note that PhoneFusion One VoIP service is an optional product that you may not have. Please contact Customer Support if you would like to add the VoIP Adapter and service to your current service.**

When you purchase a PhoneFusion VoIP Adapter, you will receive a letter that has your name, account number, PhoneFusion One phone number and virtual phone number.

### Device Details

**Your PhoneFusion VoIP Adapter has been programmed to your PhoneFusion One phone number. The shipment you received includes:**

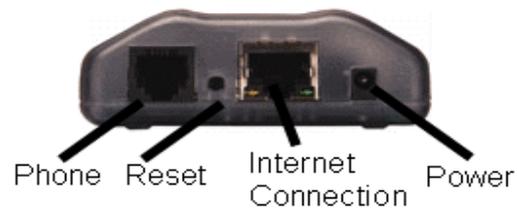
- 110-120 AC Volt power adapter
- PhoneFusion VoIP Adapter

*PhoneFusion provides U.S./Canada compatible 110-120 AC Volt power adapters with the VoIP device. 220-240 AC Volt power adapters are available by special order.*

### How to connect your new VoIP adapter

Your regular landline telephone cord is plugged into the adapter to enable you to make and receive PhoneFusion One calls from anywhere you have an Internet connection. **Connection Summary:**

- Plug one end of regular telephone cord to your telephone and one end to this device.
- Using an Ethernet (high-speed) cable, plug one end of the cable into your Internet connection and one end into this device.
- Using the AC power adapter, plug the appropriate end into the device and the electrical plug into an electrical outlet.



### Connection Status

The blue light indicates the device is actively connected to the Internet. The red light indicates the adapter is in use. If you do not have a blue light, unplug the device from the electrical outlet and from the Internet, wait 5 minutes and reconnect the device. If you are still having a problem - check the status of your Internet connection. If your Internet connection is connected and you are still having trouble, contact PhoneFusion customer service at 1-888-208-7801.



### What is a Virtual Phone Number?

The PhoneFusion VoIP Adapter has been assigned a Virtual phone number. A Virtual phone number is assigned to your adapter. It is similar to your phone number but cannot be dialed from telephone

carriers. The only system that knows it is a phone number that can be dialed is PhoneFusion One. The Virtual phone number assigned to your device is (300) xxx-xxxx.

Important Technical Note: You can ONLY call this Virtual phone number from another PhoneFusion VoIP Adapter.

#### How does it work?

The adapter has been assigned a Virtual phone number. You will need to add this phone number to your 'Forwarding Destinations' in your account settings. Once added, when someone calls your PhoneFusion One phone number, your new PhoneFusion VoIP Adapter will ring immediately.

All the features available to a forwarding destination are available on calls sent to this adapter, including:

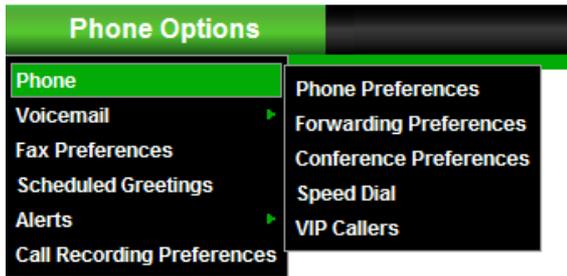
- Forwarding Destination Call Control
- Call Transfer
- Call Screening

#### How do I set up forwarding destinations?

1. Go to <http://login.phonefusion.com>. You will see the following page:



2. Log in with your **regular** PhoneFusion One phone number.
3. Click on Phone Options → Phone → Forwarding Preferences



## Phone Options

Click on Phone → Forwarding Preferences.

## Forwarding Preferences

This section allows you to enter the phone number(s) where you would like PhoneFusion to find you. A Forwarding Destination is the phone number that you want dialed.

888-208-7801 | Logout  
4 New Messages | [MPRE/CRLL](#)  
0 1 3 | 4% of 600MB used

Messages Phone Options Manage Account Support

### Forwarding Preferences

Manage the locations that will ring when people call you.

The number of available destinations is based on your rate plan and any additional packages you may have purchased. If you have additional available forwarding destinations, you will see the ADD button. Each individual destination can be turned on or off by clicking on the button next to each destination listed here. Green means the destination is ON, and red means it is OFF. The "Turn On" or "Turn Off" buttons control the "selected" destinations at once, turning them either on or off.

You currently have 10 Forwarding Destinations configured out of 15. Ring Lines Parallel ▾

	Status	Description	Number	Destination Type	Phone Type
<input type="checkbox"/>		<a href="#">CSR #1</a>	9541111234	Finder and Notification	Mobile
<input type="checkbox"/>		<a href="#">Jh</a>	95451XXXXX	Finder and Notification	Mobile
<input type="checkbox"/>		<a href="#">desk</a>	9541111235	Finder and Notification	Landline
<input type="checkbox"/>		<a href="#">CSR #2</a>	95451XXXXX	Finder Only	Landline
<input type="checkbox"/>		<a href="#">Voip</a>	300 VOIP #	Finder and Notification	Landline
<input type="checkbox"/>		<a href="#">cell</a>	95451XXXXX	Finder Only	Landline
<input type="checkbox"/>		<a href="#">D</a>	9541111111	Finder Only	Landline
<input type="checkbox"/>		<a href="#">Jon</a>	95451XXXXX	Finder Only	Landline
<input type="checkbox"/>		<a href="#">After Hours Cell</a>	9541111118	Finder Only	Landline
<input type="checkbox"/>		<a href="#">jes</a>	95451XXXXX	Finder Only	Landline

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Click the "Add" button on the bottom to add a forwarding destination phone number.

**PHONEFUSION**  
Communicate. Your Way. It's Your Call!

888-208-7801 | Logout  
5 New Messages | MAKE CALL  
0 1 4 | 4% of 600MB used

Messages Phone Options Manage Account Support

**General Destination Information**

Description for this Destination:

Destination Type:

Phone Number:

Select the Type of Phone:

**Scheduling Options**

Pre-defined Schedule:

Day of Week	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sunday	<input checked="" type="checkbox"/>																							
Monday	<input checked="" type="checkbox"/>																							
Tuesday	<input checked="" type="checkbox"/>																							
Wednesday	<input checked="" type="checkbox"/>																							
Thursday	<input checked="" type="checkbox"/>																							
Friday	<input checked="" type="checkbox"/>																							
Saturday	<input checked="" type="checkbox"/>																							

**Advanced Options**

Show Advanced

**Save or Cancel Changes**

Save Cancel

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### General Destination Information

Description for this Destination - Enter the brief description of the phone number you are adding (home, cell, office).

Phone Number - For domestic phone numbers, enter a 10-digit number without the '1' in front of the number. For international phone numbers, enter the complete number including 011 before the country code and area code.

Destination Type - Choose the type of calls you will receive on this phone number from the dropdown menu. 'Finder Only' calls give you the ability to accept the call you are receiving. 'Notification Only' calls are when PhoneFusion One calls you only to notify you that a Voicemail or Fax message has been received. You can also select both types, Finder and Notification.

Select the Type of Phone - Choose Landline.

### Scheduling Options:

Select from the drop down box or click on the boxes (a green check will appear) to mark the hours when you want your number to be called.



Pre-defined Schedule

Day of Week	12a	1a	2a	3a	4a	5a	6a	7a	8a	9a	10a	11a	12p	1p	2p	3p	4p	5p	6p	7p	8p	9p	10p	11p
Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																					
Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

**Advanced Options:**

These are options that automatically set when you set up your number. You can choose to open this section and customize your number even more.

Turn Call Guard "on" - This feature is for wireless devices only. If you lose signal on your wireless device while you are in the middle of a conversation, the caller is not disconnected. Instead, the caller is told "the connection was lost" and is instructed to press 1 to reconnect the call.

Turn Answering Machine Detection "on" - This feature tells PhoneFusion to either continue processing a call when an answering machine is detected at a phone number, or to hang up. (does not apply to a VoIP Adapter)

Turn Auto Accept "on" - By selecting this option, once you answer the phone when any of the forwarding locations ring, you will automatically accept the call, without being able to hang up or send the caller to voicemail.

If you have extension number that needs to be entered when we call this destination, please enter that extension number here. (this does not apply for VoIP Adapters)

Enter a 4 digit numeric PIN Code to add to this forwarding destination. When PhoneFusion calls this phone number, you will need to provide the PIN Code before accepting or handling the call in any way. This protects your call from possibly being accepted by someone else. Provide us with a numeric PIN Code here (maximum of 4 digits). This is OPTIONAL.

Delay time - Provide the number of seconds you want PhoneFusion to wait before sending calls to this phone number. [You might want to have calls routed to your office phone immediately (don't add a delay), but might want to wait 10-20 seconds before dialing your mobile phone.]

Wait time - Provide the number of seconds that PhoneFusion will wait for you to answer the phone. Never set this to 0 (zero).

Accept time - Provide the number of seconds that PhoneFusion should wait for you to decide what to do with the call once you have answers (ie send the caller to voicemail, accept the call, etc). Never set this to 0 (zero).

After you have added a forwarding destination, you have a few shortcuts on the main Forwarding Preferences page. You also have the option to set the mode of your forwarding destinations to Series or Parallel.

Ring Lines Parallel - all phones will ring at the same time.

Ring Lines Series - phones will ring in a specific order as shown online.

You currently have 10 Forwarding Destinations configured out of 15.

Status	Description	Number	Destination Type	Phone Type
<input checked="" type="checkbox"/>	Gina		Finder and Notification	Mobile

The Green button next to the description indicates the destination is On. Click your mouse on the button to change from green to RED, which will turn off that destination. There are buttons on the bottom of the page to turn ALL of the destinations ON or ALL of the destinations OFF.

## Phone Guide

A PhoneFusion VoIP Adapter will be the solution you need to better manage your calls. This section of the guide will provide you the following topics:

- Adapter Shortcut
- How to Check Messages
- What Callers Can Do When They Call You?
- What You Can Do When Caller's Call You?
- Make Calling Card Type Calls

### Adapter Shortcut

When you pick up your phone that is connected to the PhoneFusion VoIP Adapter, dial \*ESP (\*377) to access the phone administration. The phone administration is a phone menu of all features available through your phone.

You can check voicemail, manage faxes, make long distance/local calls, create a conference call and much more.

### How to check messages from your PhoneFusion VoIP Adapter:

All voicemail and faxes messages are available through any phone set. When you are calling from the PhoneFusion VoIP Adapter, dial \*ESP (\*377).

- PRESS 1 for the Voicemail Menu
- PRESS 1 for NEW messages
- PRESS 2 for SAVED messages
- PRESS 3 for messages marked to be DELETED

When you are finished, hang up.

While your Voicemail message is playing you can Rewind, Pause or Fast-Forward your message.

During Voicemail message playback you can:

Press \* to Rewind the message

Press 0 to Pause the message

Press # to Fast-Forward the message

PhoneFusion One will rewind 3 seconds each time the \* button is pressed and fast-forward 3 seconds each time the # button is pressed.

### **What Callers Can Do When They Call You:**

When someone is calling you, they want to communicate with you - fast. PhoneFusion One gives your callers the ability to communicate with you by leaving you a quick voicemail message.

#### **Go Directly to Your Voicemail Feature:**

Your callers can send you a voicemail message immediately without waiting for your Voicemail Greeting to finish.

To send a voicemail message directly to you, callers should:

- 1) Dial your PhoneFusion One phone number.
- 2) When the system answers, PRESS 8.
- 3) Speak their message.
- 4) PRESS #.
- 5) Hang up.

#### **Send You a Numeric Page:**

Your callers can also send you numeric page. This numeric page will be sent to the email address(es) programmed within your account.

To send a numeric page, callers should:

- 1) Dial your PhoneFusion One phone number.
- 2) When the system answers, PRESS 7.
- 3) Enter the numeric message followed by the # key.
- 4) Hang up.

#### **Bypass Your Introductory Greeting:**

Your callers can bypass the incoming greeting by pressing the # key. If your forwarding destinations are active, the caller will be placed on hold and your forwarding destinations will begin to ring.

### **What You Can Do When Caller's Call You:**

When you receive a call on a Find Me forwarding destination, you have many options of how to handle the call. PhoneFusion One does not pass a live call on to these destinations.

#### **Screening the Incoming Call:**

PhoneFusion One has features to record the caller's name. This option can be programmed online in the Phone Options section under Incoming Call Options. We can also announce the caller's phone number that we captured. PhoneFusion One gives you several options on how the incoming call is handled. To listen to the recorded name of the person calling, PRESS 1.

### **Accepting the Incoming Call**

If you want to connect to the caller, PRESS 2 to accept a call.

### **Send the Incoming Call to Fax Mode**

PhoneFusion One will automatically detect a fax being received as long as the fax tone being sent is played in the incoming greeting. If it is not, you may get a fax call on one of your forwarding destinations because the fax tone sent was delayed. If this occurs you can PRESS 3 to send that call into fax mode.

### **Replay Caller's Caller ID**

If after PhoneFusion One has announced the caller's caller ID you want it repeated, simply PRESS 5 to hear the caller's phone number.

### **Send an Instant Recorded Message to the Caller**

PhoneFusion One offers an amazing feature to customers. You can PRESS 6 to send the caller an instant live message. There are times when you receive a call that you cannot accept immediately and you want the caller to know. You can record a live message that the caller will hear without connecting to you. We call this the Instant Message feature. PRESS 6 and PhoneFusion One will prompt you to record a message followed by the # sign. For example, if you are in a meeting, PRESS 6, and record 'Jesse, I am in a meeting and should be out in 15 minutes, leave me a message and I will get back to you ASAP'. After the caller has listened to your live message, the caller has the option to leave you a voicemail.

PRESS 6, record your short message and press the # key.

### **Reject the Incoming Call**

You can PRESS 7 to REJECT an incoming call. Please note - this does not give the caller the option to leave you a voicemail message.

### **Send the Incoming Call to Voicemail**

PRESS 8 to send the caller to Voicemail. PhoneFusion One allows you to stay on the call and listen while the caller is leaving you a message. You can hear him but he can't hear you - it's like virtually screening your answering machine. You can also PRESS 2 to intercept and ACCEPT the call.

### **Commit to Handling a Call**

You can PRESS # to commit to the incoming call being received. This means all the other active forwarding destinations have been told to stop ringing and the call will be accepted on one line.

### **Easy Call Transfer**

There are times when you receive a call on one phone and later want to transfer that call, while in progress, to a different phone number. Callers will hear on hold music while the call is being transferred. Note, if you have speed dial entries, you can use these entries to transfer a call. You can transfer to any valid phone number.

To TRANSFER a call received on a forwarding destination anytime after you have ACCEPTED a call  
PRESS # # 8

Enter a VALID phone number where you would like the call transferred.

### **Record a Call**

PhoneFusion One allows you to record any individual call received on your forwarding destinations. Then, you can review the recorded call online or over the phone. PhoneFusion One will save the recording as a .WAV file until you delete it from your account.

To RECORD a call received on a forwarding destination anytime after you have ACCEPTED a call.

PRESS # # 7

To turn the recording OFF, PRESS # # 7 again.

### **Make Calling Card Type Calls**

PhoneFusion One gives you the power to make a Calling Card-type phone call from ANY phone by simply dialing into your own PhoneFusion One phone number. Rates per minute depend on the state or country you are calling and are consistent with the service plan you chose at the time of enrollment.

To make a Calling Card phone call:

- 1) Dial your PhoneFusion One phone number
- 2) When the system answers, press the \* key
- 3) Enter your password followed by the # sign
- 4) **PRESS 9**

### **Conference Calling**

You can make conference calls that can accommodate up to 20 attendees. This section will describe how to initiate and manage your conference call feature.

#### **To initiate a conference call**

1. Dial your PhoneFusion One number.
2. When the system answers, **PRESS \***.
3. Enter your phone password and **PRESS #**.
4. **PRESS 9**.
5. Enter the local or long distance phone number to the person you want added to the conference then **PRESS #**.
6. To add additional attendees, **PRESS # # 3**.
7. To add additional attendees, repeat steps 4 through 6 until all of your attendees have been added.

#### **To remove an attendee from a conference call PRESS # # 2**

Attendees are removed in the following order: Last added to the conference is the first one removed from the call.



**Detailed Version**

1. Dial your PhoneFusion One number.
2. When the system answers, **PRESS \***.
3. Enter your phone password and **PRESS #**.
4. **PRESS 9**.
5. Place the local or long distance call to the person you want added to the conference then **PRESS #**.
6. Once connected, **PRESS # # 3**.
7. To join the current conference **PRESS 1**.
8. You have now initiated a conference call.

To add additional attendees, repeat steps 4 through 8 until all of your attendees have been added.

**To remove or end a conference**

- **PRESS 2**, to remove a member from the conference.
- **PRESS # # #** to end this conference and hang up on all parties.

**Meet Me Conferencing**

Using your PhoneFusion One number, you can distribute a phone pin code and allow your callers to be added to an 'on demand' conference call. Using this online conference setup, PhoneFusion One will issue you, the Conference Administrator, three (3) types of pin codes - an Administrator pin code for you, 'listen only' pin code(s) for attendees that will not be heard during the call and 'regular' pin code(s) for attendees who will participate.

Click on the Conference Preferences icon.

**Meet Me Conferences**

Manage, create and change your on-demand conference calls.

You are allowed up to 15 participants per conference

Description	Active Date	Duration	Status
<input type="checkbox"/> <a href="#">agent training</a>	11/18/2008 12:15:00 AM	Permanent	Active
<input type="checkbox"/> <a href="#">PhoneFusion One Demo</a>	10/22/2008 9:45:00 AM	Permanent	Active

Select Add. A new box will open.



- Step 1 - Enter a description (this is optional)
- Step 2 - Select a date
- Step 2 - Highlight the time you would like to start the conference
- Step 3 - Select the duration of the conference
- Step 5 - Click Save

Once you are done, make sure to write down the Administrator, Regular and Listen Only codes so you can dial into the conference.

**View/Edit or Delete Conferences**

You can always see your conferences by selecting the Conference Preferences option under the Phone menu.

Click on the title of any of the conferences you want to edit. Your conference will open and you will see all the details of the conference.

You can change the active date, time duration or description. Once you are finished editing these items, simply click on 'Save.'

You can also change ALL the conference pin codes. Simply change the pin code to something you prefer and select "Modify" to save your changes.

If you want to delete the conference, click on Delete located on the left of each active conference.

### **Three (3) Ways to Dial in to the Meet Me Conference**

As the Conference Administrator, you have three ways to call into the Meet Me Conference.

#### Option 1

- 1) Call your personal PhoneFusion One phone number.
- 2) When the system answers, press 9.
- 3) PhoneFusion One will ask you to enter the Meet Me Conference Pin Code.

#### Option 2

- 1) Dial your personal PhoneFusion One phone number.
- 2) When the system answers press the \* key.
- 3) Enter your phone pass code, followed by the # sign.
- 4) Press 3 for Account Options.
- 5) Press 9 to initiate Meet Me Conference Mode.
- 6) Enter your Meet Me Conference Pin Code.

#### Option 3 – For calls from a VoIP adapter only

- 1) Pick up your handset connected to your VoIP adapter.
- 2) Dial \*377.

You have now initiated the Phone Administration

- 3) Press 3 for Account Options.
- 4) Press 9 to initiate Meet Me Conference Mode.
- 5) Enter your Meet Me Conference Pin Code.

#### *Instructions for 'Listen Only' and 'Regular' Attendees to Call into Your Meet Me Conference:*

Once your Meet Me Conference has been set up, provide your callers with either the 'Listen only' pin code or 'Regular' pin code. Ask the conference attendee to call your personal PhoneFusion One phone number. When the system answers, the caller should press 9. PhoneFusion One will ask the caller to enter the Meet Me Conference pin code.

1. Dial your Personal PhoneFusion One Phone Number.
2. When the system answers, press 9.
3. Enter the Meet Me Conference Pin Code, followed by the # sign.

### **Scheduled Greetings**

PhoneFusion One gives you the option to schedule greetings for different times of the day or for days when you want an alternate message for callers. You can schedule the Incoming and Voicemail greetings for callers. The first step is to record the messages you would like to use. NOTE: Messages must be



recorded and available on your computer to upload through your Web account. These messages cannot be recorded over the phone through your PhoneFusion One account.

Once you have your recordings available on your computer. Go to your Web account and click on Schedule Greetings.

### Scheduled Greetings

Manage your scheduled greetings so you can have more than one greeting saved in your account to be played at different times of the day, on different days, etc., as you prefer. To create a Scheduled Greeting, you must first have your message uploaded into the Scheduled Greeting Audio Folder. To do this, click on the "Manage Audio" button.

Type	Description	Start Date	Start Time	End Date	End Time	Specific Days	
<input type="checkbox"/>	Inbound <a href="#">holiday</a>	12/24/2008	12:00 AM	12/26/2008	11:59 PM	<input type="checkbox"/>	
<input type="checkbox"/>	Voicemail <a href="#">Weekend VM</a>	08/30/2008	12:00 AM	No End	11:59 PM	<input checked="" type="checkbox"/>	
<input type="checkbox"/>	Voicemail <a href="#">After Hrs VM</a>	08/27/2008	12:00 AM	No End	08:59 AM	<input checked="" type="checkbox"/>	

To add a scheduled greeting, first click on "Manage Audio" – located at the bottom left. A new window will open.



— **Manage My Audio - Manage the audio for my account.**

**All Managed Audio (6 Messages, 1.5 MB out of 30 MB max)**

The Audio Folder is where all of your custom audio messages are stored. Your rate plan allows you to store up to 30 MB of messages in this folder.

All message files that are uploaded are converted and stored in WAV format with a 16k sample rate. Please note that your message size is based upon the converted size of your audio, not the original size of the file that you uploaded.

**Inbound Greeting (4 Messages, 1 Mb)**

Select	Description of Audio	Upload date	Size(mb)	In Use	Play	Download
<input type="checkbox"/>	<a href="#">Holiday Closing</a>	12/24/2008	0.4	Yes		
<input type="checkbox"/>	<a href="#">Business Hrs Greeting w/ rec.</a>	10/28/2008	0.2	No		
<input type="checkbox"/>	<a href="#">After Hrs Greeting</a>	09/23/2008	0.3	No		
<input type="checkbox"/>	<a href="#">Business+Hrs+greeting</a>	05/05/2008	0.1	No		

**Voicemail Greeting (2 Messages, 0.5 Mb)**

Select	Description of Audio	Upload date	Size(mb)	In Use	Play	Download
<input type="checkbox"/>	<a href="#">after hrs VM</a>	08/27/2008	0.3	Yes		
<input type="checkbox"/>	<a href="#">Business hrs VM</a>	08/27/2008	0.2	No		

The account shown here has 2 types of messages: one for the Inbound Greeting and one for the Voicemail Greeting. To add a message to either the Inbound or Voicemail Greeting options, click on Add.

A new box will pop up. Type the description for the audio file – Weekend, Vacation, etc, and select the file from your computer by clicking on the Browse button. Once you have selected the file, click Save.

**Upload New Audio File**

Description:

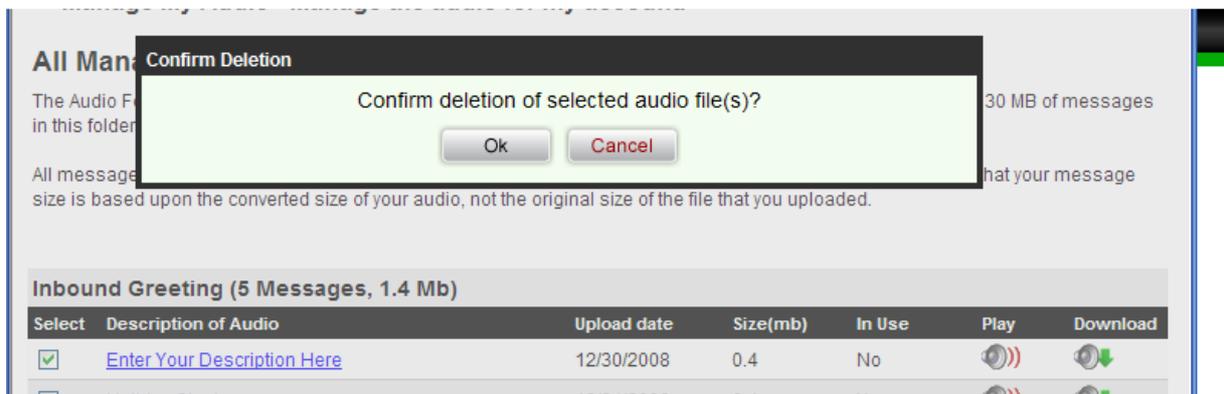
Select a file:

Once your file is uploaded correctly, you will see a box letting you know the file has been uploaded and the size of the file.

Your rate plan gives you a maximum file size allotment for your greetings. This helps you keep track of the size of the files.

You can Play or Download your audio files at any time once they have been uploaded. Simply click on the "Play" or "Download" icons on the right hand side.

If you want to delete any of the files at any time, click the box next to the greeting and click on Delete. You will be asked to confirm that you would like to delete the selected file. Once you click on Delete in the pop-up box, the file will be deleted permanently.



Once you have uploaded your messages, close the window and you will be returned to the scheduled greetings screen.

### Scheduled Greetings

Manage your scheduled greetings so you can have more than one greeting saved in your account to be played at different times of the day, on different days, etc., as you prefer. To create a Scheduled Greeting, you must first have your message uploaded into the Scheduled Greeting Audio Folder. To do this, click on the "Manage Audio" button.

Type	Description	Start Date	Start Time	End Date	End Time	Specific Days
<input type="checkbox"/>	Inbound <a href="#">holiday</a>	12/24/2008	12:00 AM	12/26/2008	11:59 PM	<input type="checkbox"/>
<input type="checkbox"/>	Voicemail <a href="#">Weekend VM</a>	08/30/2008	12:00 AM	No End	11:59 PM	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Voicemail <a href="#">After Hrs VM</a>	08/27/2008	12:00 AM	No End	08:59 AM	<input checked="" type="checkbox"/>

Now you can schedule your greeting. Click on the Add button to start. Enter a description so you know which greeting this is. Next you will select the Start and End dates, Start and End Times and specific days of the week you want the greeting to play.



### Add Scheduled Greeting

**TYPE OF SCHEDULED GREETING**

Type:

**GENERAL MESSAGE**

**GENERAL MESSAGE**

Description:

Message to Play:

**SCHEDULING OPTIONS**

Start Time:      ALL DAY

End Time:

Play message only on selected days

Once you are done, click on Save. Your messages will now play when you want them to and your regular Voicemail and Incoming Greetings that you recorded over the phone will play at the times not chosen here. If you want to modify the name or any aspect of the greeting, simply click on the description name and this box above will open.