**Create an Auto Attendant**

1. Log into the Manager Portal

2. Navigate to Auto Attendants

A close-up of a logo

Description automatically generated

3. Click Add Attendant

A red and white rectangular sign

Description automatically generated

4. In the popup fill out the following information:

Name: Enter any descriptive name. The best practice is to prefix your name with AA. Only use alphanumeric characters. No special characters.

Extension: Enter any unused extension as per Reserved Number Space.

NOTE: Ensure the extension is not already in use or the user will be converted an Auto Attendant and be recreated

Time Frame: default (all the time)

NOTE: Selecting other time frames is possible. However, you will not be able to route calls to the Auto Attendant outside of that time frame and cannot change the time frame after the fact. The Auto Attendant will have to be recreated.

5. Click Add

A screenshot of a computer

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