



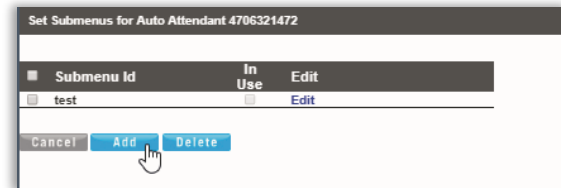


# AUTO ATTENDANT - TREE

## ADD AUTO ATTENDANT - TREE SUBMENUS

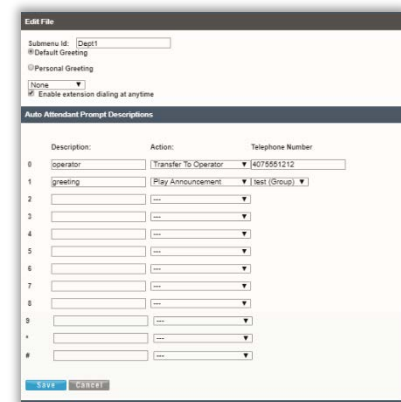
The advanced settings in **Auto Attendant – Tree** offer the ability to create one (1) overall Auto Attendant PLUS multiple Auto Attendants under it that can be set up to handle calls or specific work for locations, groups or departments, and more.

1. Click on the [Edit](#) link next to the Auto Attendant - Tree listing to review the current settings.
2. Click on the [Submenus](#) button to open the *Set Submenus for...* dialog.
3. Click on the [Add](#) button to begin creating a new Auto Attendant *Submenu*.
4. Define the following, as needed:
  - ❖ **Submenu ID:** Type a name that displays in lists.
  - ❖ **Select  Default Greeting** or  **Personal Greeting upload** and choose a greeting from the drop-down menu.
  - ❖ Click within the checkbox to  **Enable extension dialing at any time.**
  - ❖ Add **Auto Attendant Prompt Descriptions and Actions** for each line (up to 12), as needed.
5. Click [Save](#) to submit the changes and return the Auto Attendant list.  
Repeat to add more Auto Attendant - Tree Submenus, as needed.



## EDIT AUTO ATTENDANT - TREE SUBMENUS

1. Click on the [Edit](#) link next to the Auto Attendant - Tree listing to review the current settings.
2. Click on the [Submenus](#) button to open the *Set Submenus for...* dialog.
3. Click on the [Edit](#) link next to the Submenu.
4. Modify the settings or prompts, as needed.
5. Click the [Save](#) button to submit the Submenu changes and return to the Auto Attendant Tree setting view.
6. Click the [Save](#) button in the Settings view to update the system with the new setup and close the dialog.



## DELETE AUTO ATTENDANT - TREE SUBMENUS

**Caution:** This action is immediate and cannot be undone.

1. Click on the [Edit](#) link next to the Auto Attendant - Tree listing to review the current settings.
2. Click on the [Submenus](#) button to open the *Set Submenus for...* dialog.
3. Click within the checkbox  next to the Submenu you wish to delete from the list.
4. Click on the [Delete](#) button to remove the selection and close the *Set Submenu for...* dialog.

