



Automated Attendant / Voice Bulletin Board User's Guide

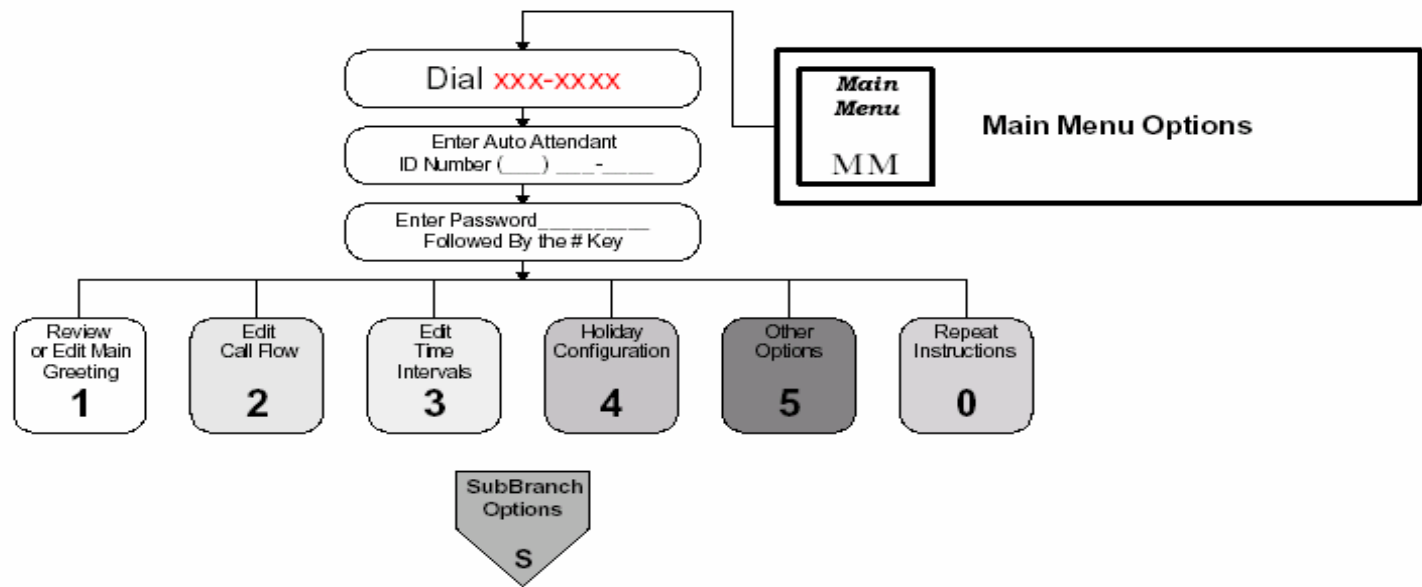
This document will help guide you through the step-by-step process of setting up your **Automated Attendant (AA)**. The second and third tier can have up to Nine (9) Branches and Nine (9) SubBranches for each Branch.

AA is highly customizable.

Using the keypad on a phone, set up your **AA** by following the steps in this document,

AA lets you set up Holiday configurations as-well-as start and end date and time configurations. **AA** is designed to serve a small business office, businesses with multiple locations or even schools.

The **Automated Attendant (AA)/ Voice Bulletin Board (VBB)** service allows you to define a 3-level menu system that may be used for **AA** functionality or for menu, options 0-9 or by entering the first letter in the name of the extension you are trying to reach may be configured to either play a message or forward the call to a particular number. This service can be configured to be active only at specific times of the day and has separate settings for every day of the week. Up to 5 time intervals can be defined for each day of the week with each interval assigned a unique main greeting



Review or Edit Main Greeting
1

To Review or Edit Your **Main Greetings**

Edit Time Intervals
3

To Review or Edit **Time Intervals**

Other Options
5

To Review or Edit **Other Options**

Edit Call Flow
2

To Review or Edit Your Configured **Call Flow**

Holiday Configuration
4

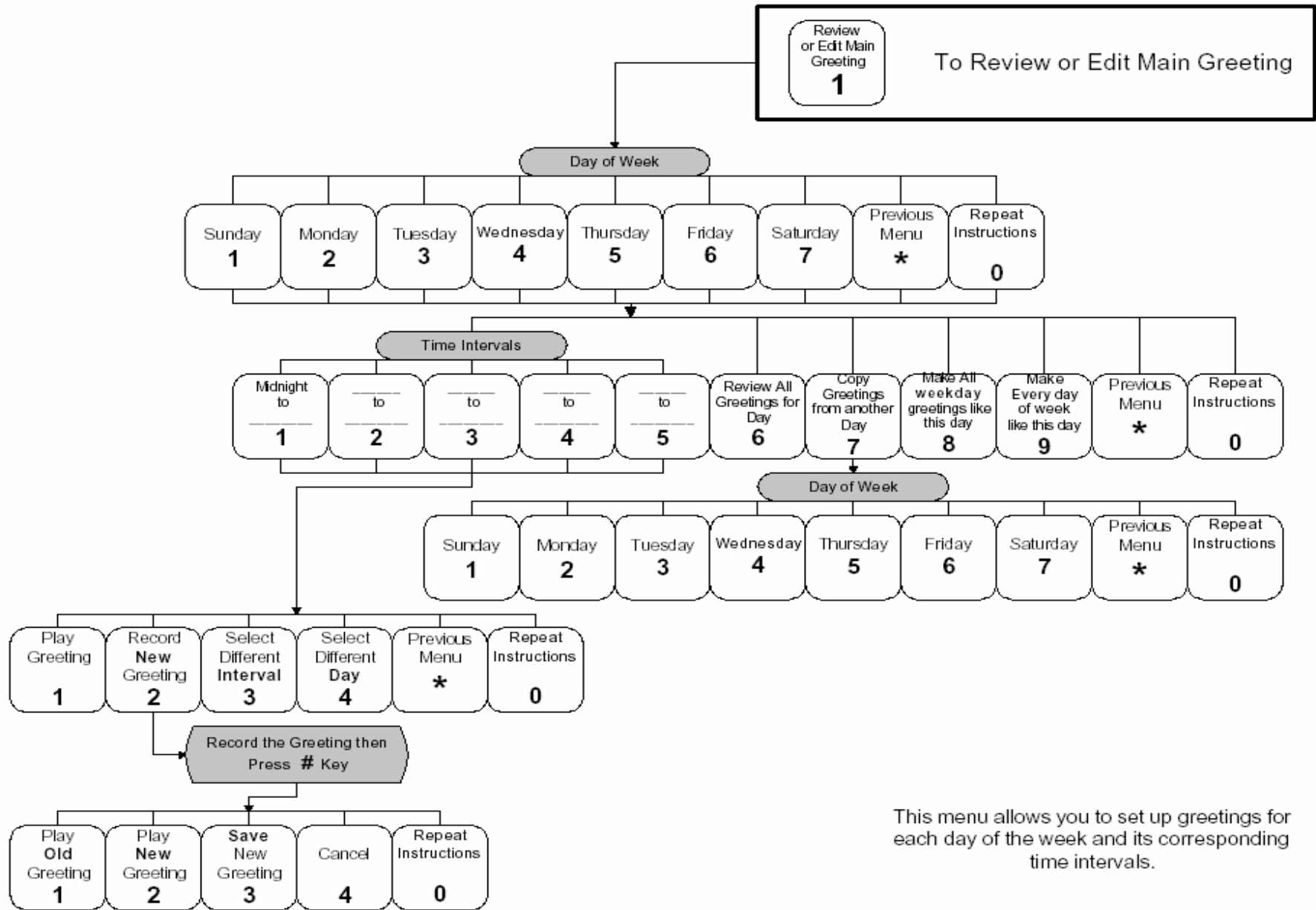
To Review or Edit Your **Holiday Configurations**

Repeat Instructions
0

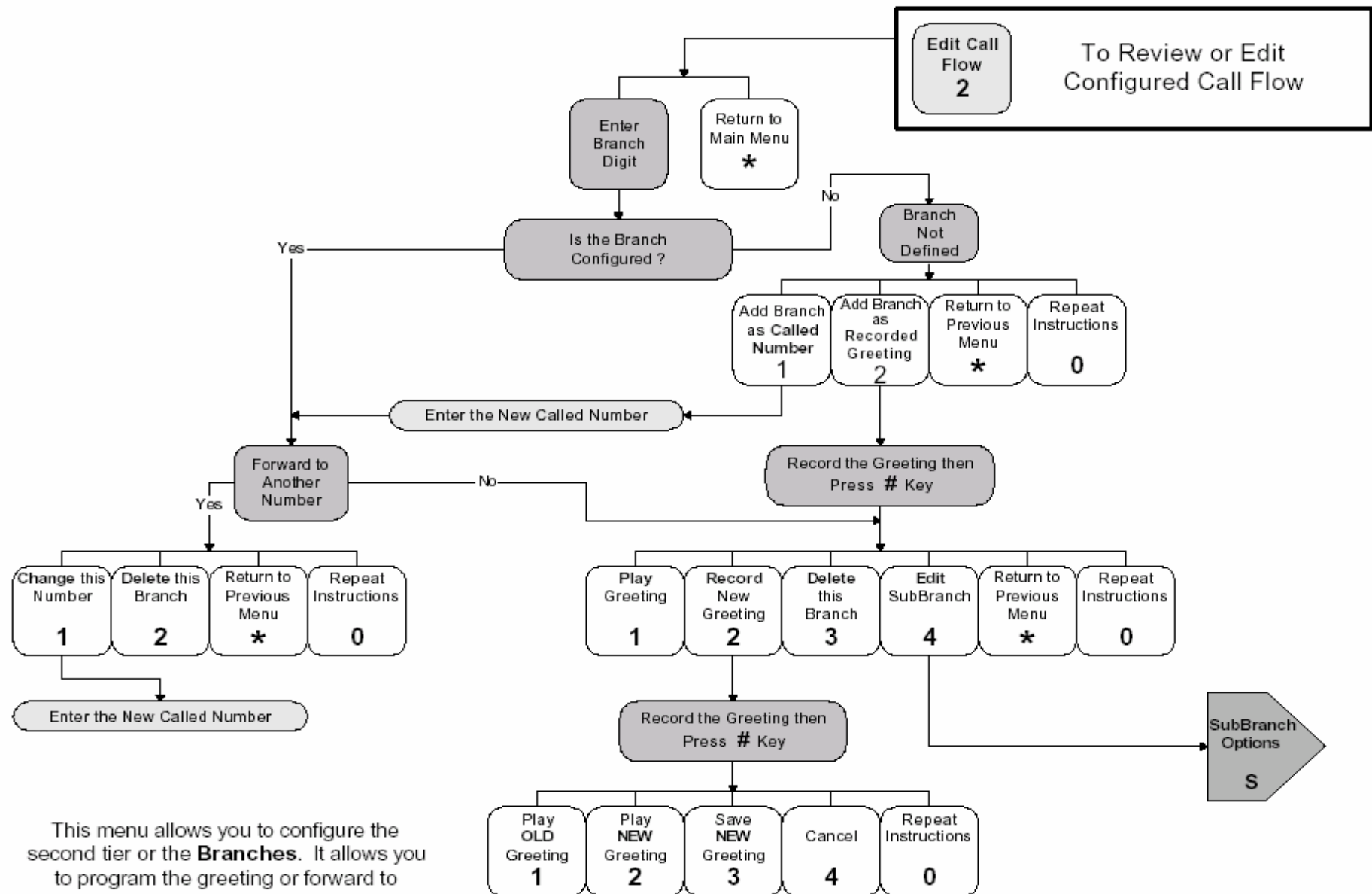
To **Repeat Instructions**

SubBranch Options
S

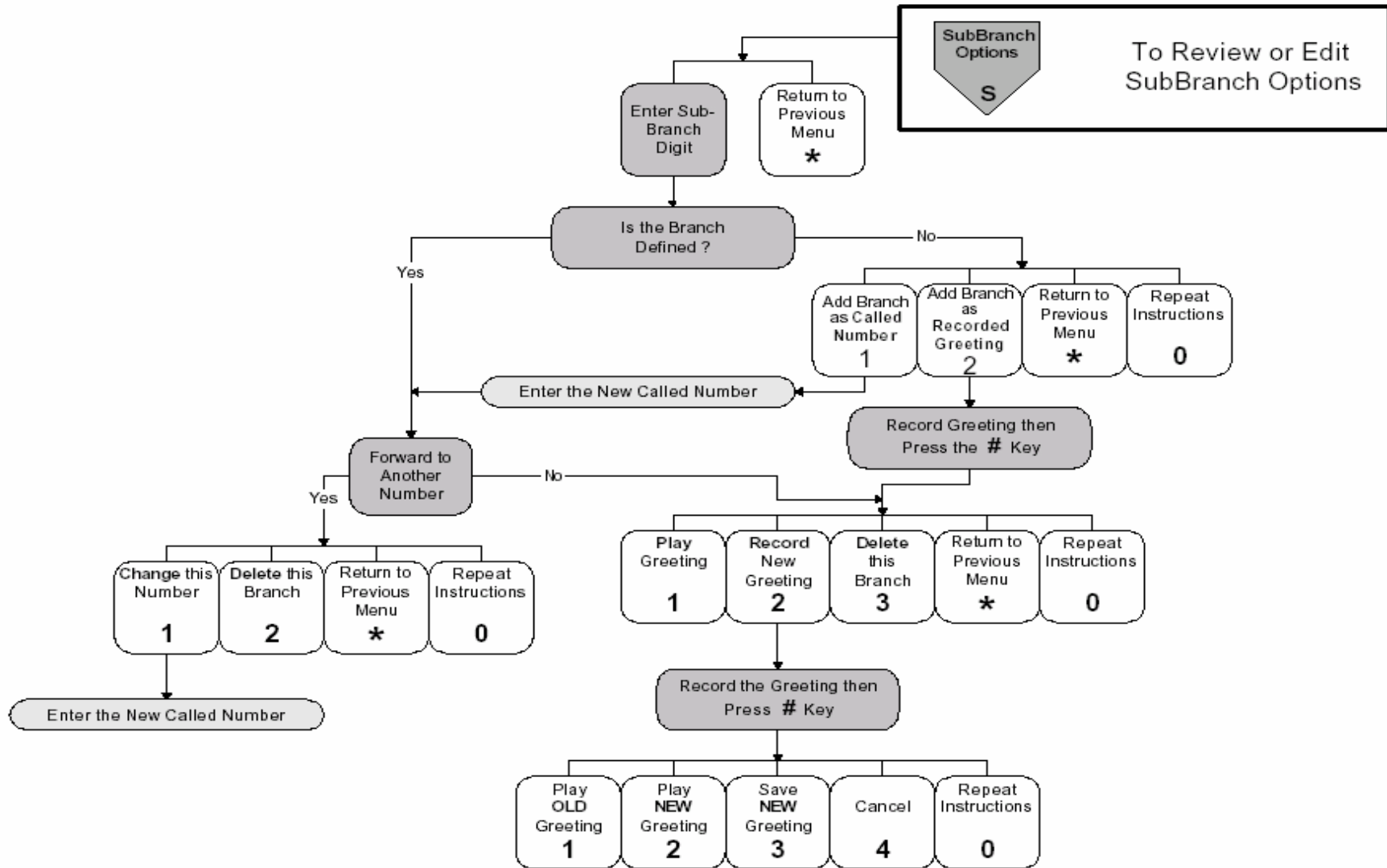
To Review or Edit **SubBranch Options**



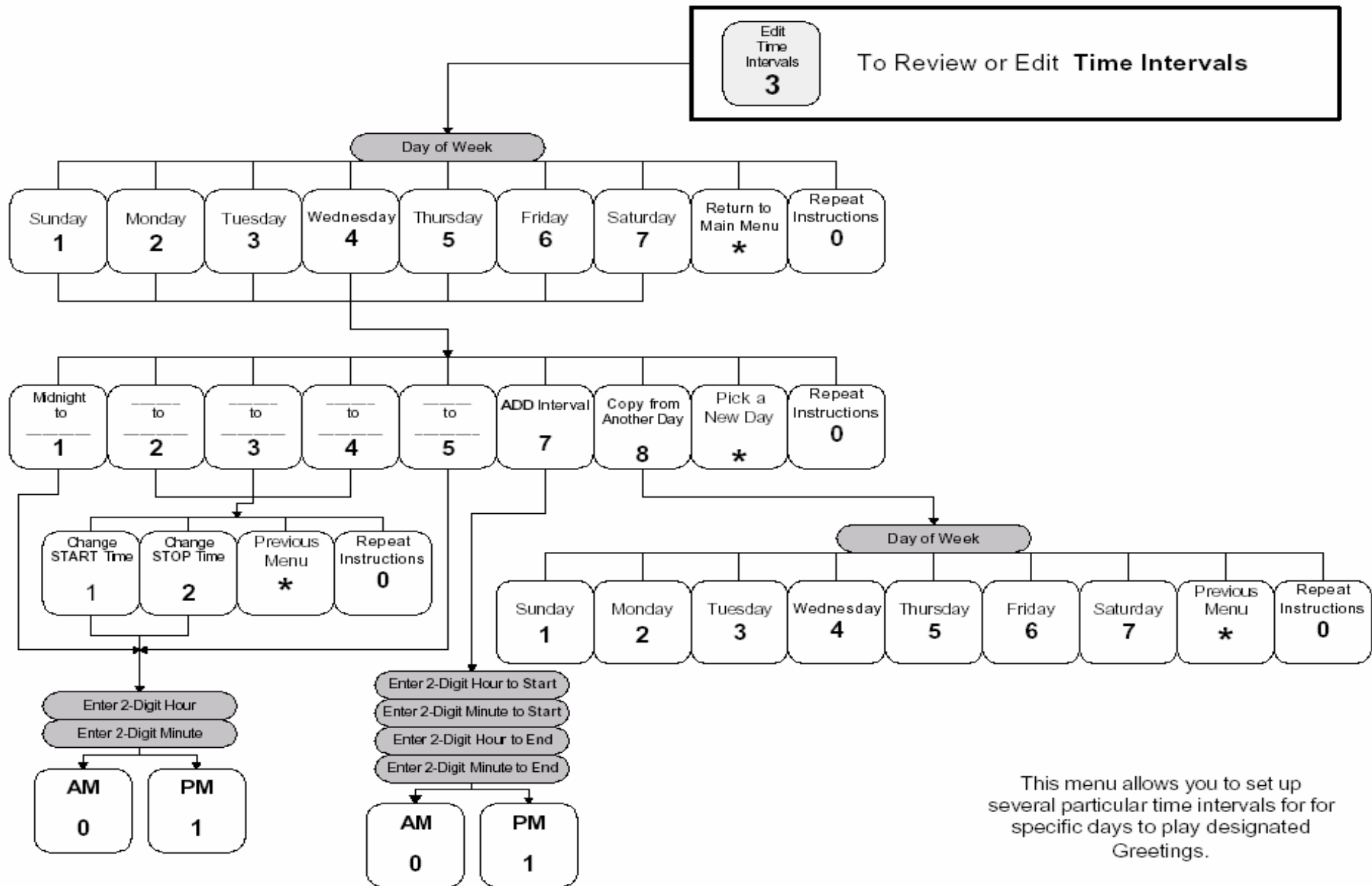
This menu allows you to set up greetings for each day of the week and its corresponding time intervals.



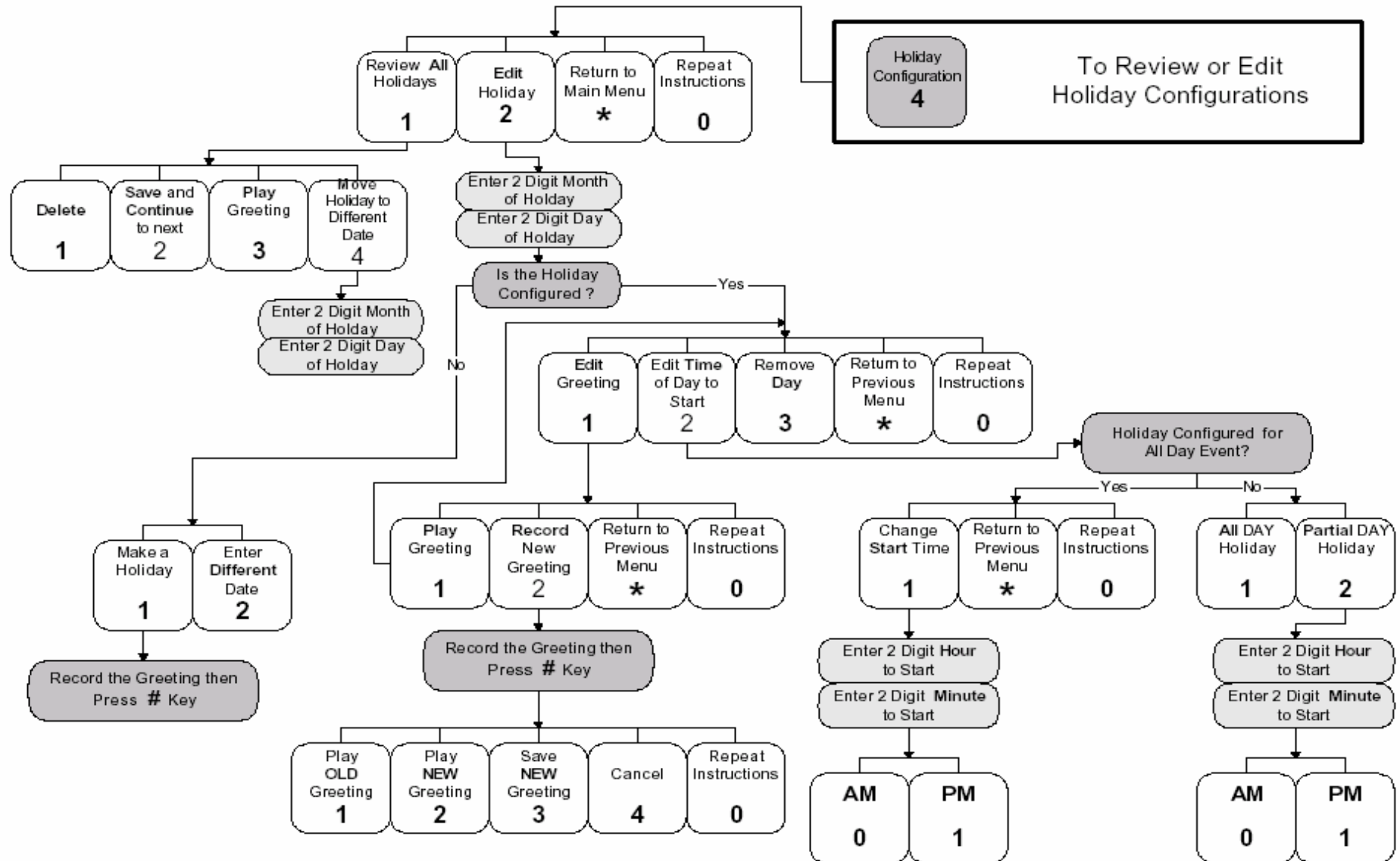
This menu allows you to configure the second tier or the **Branches**. It allows you to program the greeting or forward to another number.



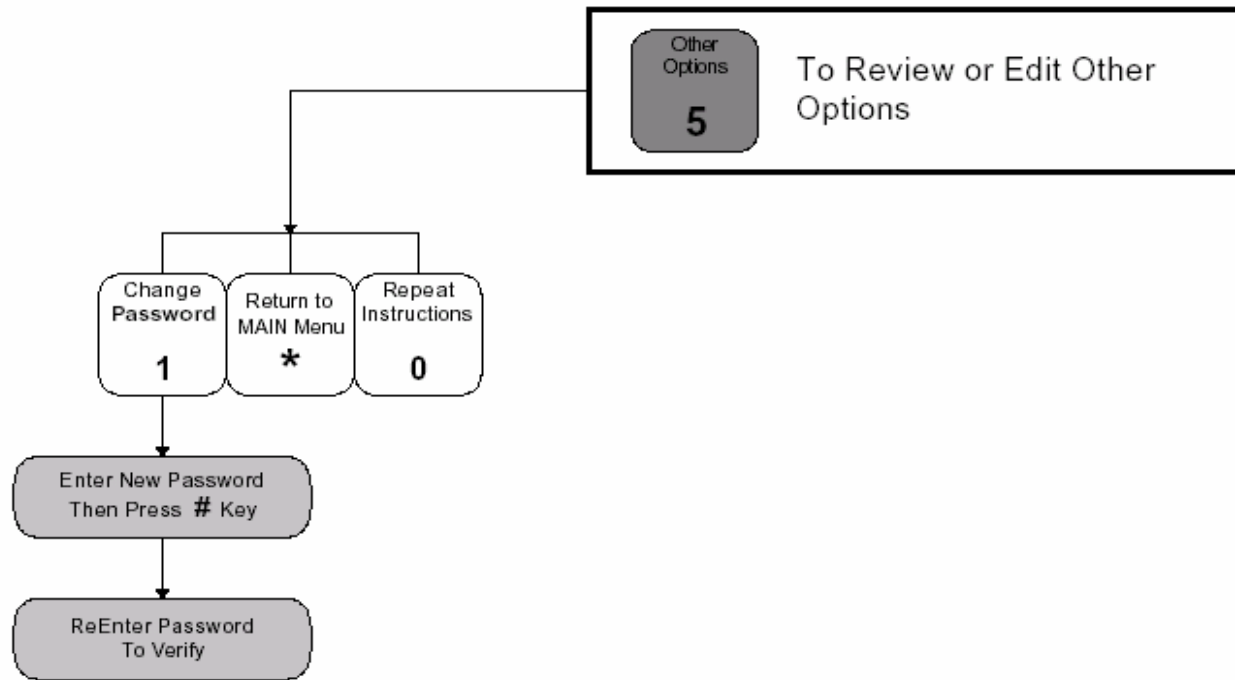
This menu sets up the third or bottom tier of Automated Attendant. It allows you to forward the call to another number or to play a greeting.



This menu allows you to set up several particular time intervals for for specific days to play designated Greetings.



This menu allows you to set up a schedule for a particular greeting to play for each holiday that you specify.



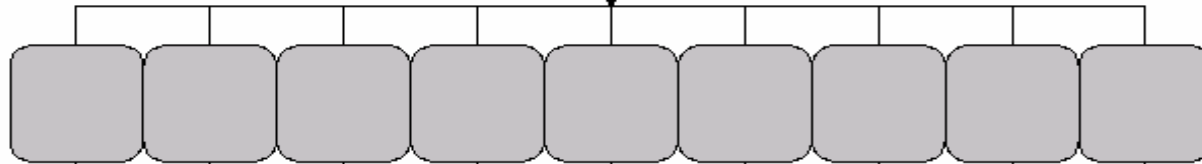
This menu allows you to change your **Password**.
Remember to re-enter it at the prompt or it will not
finish the password change process.

Company Flow Chart

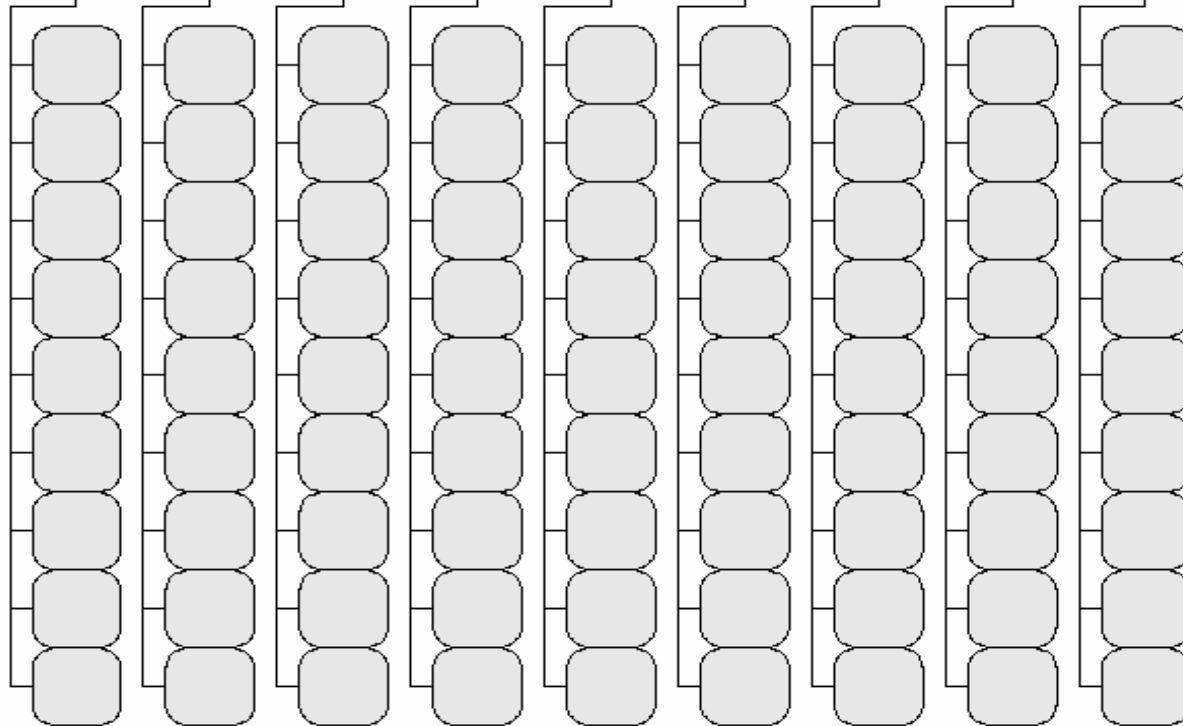
Main
(1st)

Main Office
() _____ - _____

Branches
(2nd)



Sub
Branches
(3rd)



Contact DayStar Communications

**18215 Paulson Drive
Port Charlotte, FL 33954**

**Charlotte County 941-206-7800
Sarasota County 941-207-7800**

Repairs 1-877-912-1300

If you forget your password, call the DayStar Repair number above to have your password “reset”.



The Value Leader