

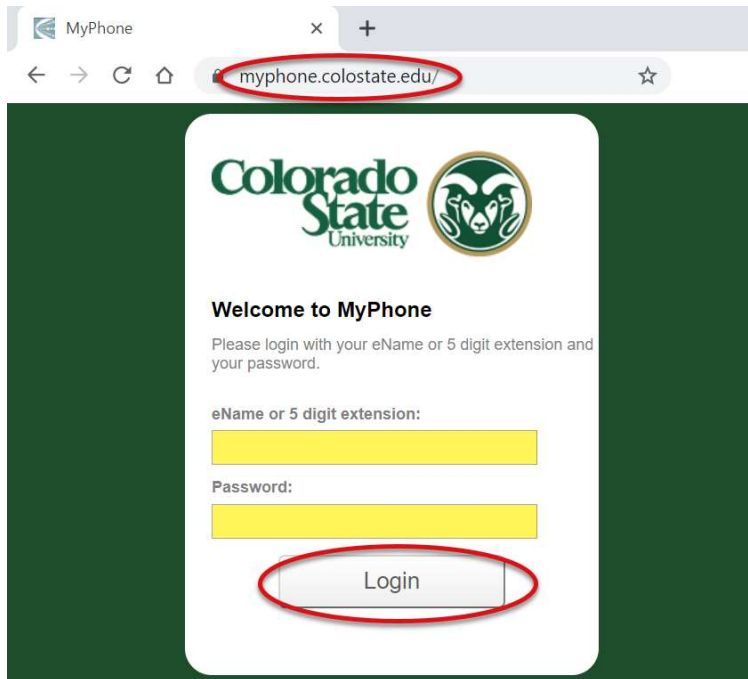
Set Personal Auto-Attendant

A personal auto-attendant allows users to use keys 0 through 9, to divert calls to another extension or phone number, when a call diverts to voicemail.

Tip: If using a personal auto-attendant, it is recommended to record a greeting that explains what each number option does.

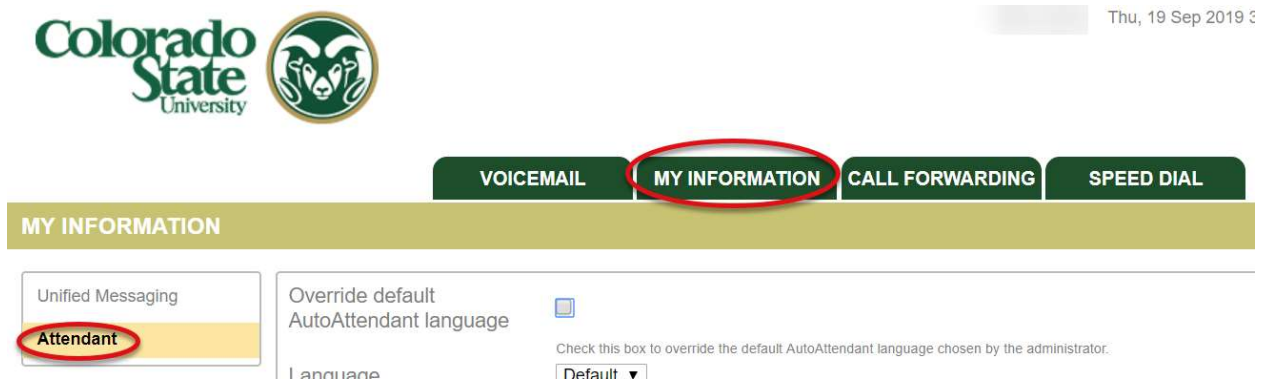
Log into MyPhone

Navigate to MyPhone.colostate.edu. Enter your eName or 5 digit extension and ePassword, then click Login.



Personal Auto-Attendant

On the MyPhone website, click on the My Information tab on the top of the screen and then select Attendant on the left navigation.



Add Personal Auto-Attendant

To add a personal auto-attendant select a dial pad number for users to select and then click the Add button.

Unified Messaging

Attendant

Override default AutoAttendant language

Check this box to override the default AutoAttendant language chosen by the administrator.

Language ▼

The language used by the AutoAttendant if the Override field is selected above

Dialpad	Extension
<input type="text" value="1"/> ▼	<input type="text" value=""/>

Remove

Apply

In the textbox under extension, enter in the 5-digit extension or a phone number.

Dialpad	Extension
<input type="text" value="1"/> ▼	<input type="text" value="11111"/>

Note: When adding off campus numbers, [campus dialing rules](#) apply, so you must enter 8+7-digit phone number.

To add another personal auto-attendant, select another dial pad number and click the Add button.

Dialpad	Extension
<input type="text" value="1"/> ▼	<input type="text" value="11111"/>
<input type="text" value="2"/> ▼	<input type="text" value=""/>

Remove

Apply

In the textbox under extension, enter in the 5-digit extension or a phone number.

Dialpad	Extension
<input type="text" value="1"/> ▼	<input type="text" value="11111"/>
<input type="text" value="4"/> ▼	<input type="text" value="12345"/>
<input type="text" value="3"/> ▼	<input type="text" value=""/>

Remove

Remove

Apply

To apply the changes, click on the Apply button.

The Changes applied successfully text will appear on the top of the page if the changes were saved.

VOICEMAIL **MY INFORMATION** **CALL FORWARDING** **SPEED DIAL**

MY INFORMATION

Unified Messaging

Attendant

Changes applied successfully.

Override default AutoAttendant language

Check this box to override the default AutoAttendant language chosen by the administrator.

Language

This language is used for the AutoAttendant if the Override box is selected above.

Dialpad	Extension
<input type="checkbox"/> 1 ▾	11111
<input type="checkbox"/> 4 ▾	12345
<input type="checkbox"/> 2 ▾	<input type="button" value="Add"/>

Remove Auto-Attendant Number

To remove an auto-attendant number, place a check in the checkbox next to the number and then click on the Remove button. Click Apply to save the changes.

	Dialpad	Extension
<input checked="" type="checkbox"/>	1 ▾	11111
<input type="checkbox"/>	4 ▾	12345
	2 ▾	<input type="button" value="Add"/>