

Cheat Sheet

Telephone Login
1. Dial your main VirtualBPX number
2. At auto-attendant, press #
3. Enter your extension number, follow by #
4. Enter your password, followed by #
5. You are now logged into the phone system

Recover Personal Voicemail Greeting
1. Login to the phone system
2. Press 2
3. Press 4
4. Press 3
5. Listen carefully to prompts when recording and saving your voicemail greeting

Record Extension Owner Name
1. Login to the phone system
2. Press 2
3. Press 4
4. Press 2
5. Listen carefully to prompts when recording and saving your voicemail greeting

Transfer a Caller
1. Press *
2. Press 1 , to transfer to a known extension
3. Press 2 , to transfer to an extension using the company directory
4. Press 3 , to transfer to an ACD queue
5. Press 4 , to transfer to a conference room
6. Press 5 , to transfer to an outside number

7. Press * again, to cancel the transfer


Enabling Night Mode

1. Login to <https://vconsole.virtualpbx.com>

2. Click on the "Admin" tab

3. From the left-side navigation menu, click on "**Phone Numbers**"

4. Under the "**Night Mode**" heading select "**Yes**" for "**Enable Night Mode Greeting**"

5. Click  the button to save the changes.