

# Configuring Advanced Auto Attendant Menus

Next you will need to set up your Advanced Auto Attendant menu options. By default, there are two menus defined in Advanced Auto Attendant. These could be used as your main business hours menu and your main non-business hours menu. You can add additional menus as required by clicking the Add button.

## Line Status

The screenshot shows the 'Line Status' configuration page with the 'Menus' tab selected. The 'Main Menu' is highlighted in the left sidebar. The 'General' tab is active, displaying the following fields:

- Name:** Main Menu
- Description:** This is the main menu
- Menu announcement:** New Menu

Buttons for 'Add New Menu', 'Delete', 'Apply', and 'Cancel' are visible at the top.

Begin to configure your menu by providing a name and description and selecting the Menu announcement to be used by this menu, and then click Apply.

Next you will need to configure the action for each key pressed for your menu by selecting the Keys link and then selecting an option using the dropdown menus for each key pressed in the menu.

## Line Status

The screenshot shows the 'Line Status' configuration page with the 'Menus' tab selected. The 'Main Menu' is highlighted in the left sidebar. The 'Keys' tab is active, displaying a table of key actions:

Key	Action	Extension
1	Transfer to Phone	040
2	Transfer to Phone	042
3	Use Default	041
4	Transfer to Phone	040
5	Transfer to Voicemail	Do Nothing
6	Dial by Extension	Do Nothing
7	Dial by Name	044
8	Voicemail by Extension	Do Nothing
9	Voicemail by Name	Do Nothing
0	Intercept Mailbox	Do Nothing
#	Go to Menu	Do Nothing
*	Return to Previous Menu	Do Nothing
*	Replay Menu	Replay Menu
*	Announcement - Return	Return to Previous Menu
*	Announcement - Hang up	
*	Hang up	

A dropdown menu is open for key 4, showing the following options:

- Use Default
- Transfer to Phone (selected)
- Transfer to Voicemail
- Dial by Extension
- Dial by Name
- Voicemail by Extension
- Voicemail by Name
- Intercept Mailbox
- Go to Menu
- Return to Previous Menu
- Replay Menu
- Announcement - Return
- Announcement - Hang up
- Hang up

Buttons for 'Add New Menu', 'Delete', 'Apply', and 'Cancel' are visible at the top.

The options available for each key are as follows:

- Use Default (This option is default for all keys for new menus)
- Transfer to Phone
- Transfer to Voicemail
- Dial by Extension - including whether an announcement is automatically played giving initial instructions when this key is pressed, or whether these instructions must be recorded by the subscriber in the menu announcement
- Dial by Name
- Voicemail by Extension
- Voicemail by Name
- Intercept mailbox
- Go to Menu
- Return to Previous Menu
- Replay Menu
- Announcement - Return
- Announcement - Hang up
- Hang up

Next, you will need to configure the timeout behaviour of your menu to address callers that do not press a key in this menu. Enter the timeout duration and the timeout behaviour from the dropdown list as seen below and click Apply.

## Line Status

Main Schedule **Menus** Announcements Extensions Advanced

Add New Menu Delete Apply Cancel

Menu

General Keys **Timeout** References

Override timeout behaviour.

Set timeout period to  seconds.

After the timeout expires, perform the following action

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