







Logging into Advanced Auto Attendant

To configure your Advanced Auto Attendant log into the Auto-Attendant, following these steps:

From the [BG Administrator](#) portal, select Lines and then click the Individual Line icon on the far right side of the page. As an alternative, you can access the [CommPortal](#) user login screen and enter the Advanced Auto Attendant Number and Password. The screen then displays the Advanced Auto Attendant.

Line Status

Main	Schedule	Menus	Announcements	Extensions	Advanced
Activation Status Your Premium Attendant is currently off and callers will be told that this number is unreachable . Turn ON		 Configure your weekly schedule and holidays , so that different menus can be played based on the time and day of the week.			
Service Status No menus are currently being played to callers, as your Premium Attendant is turned off.  The configuration contains no errors.		 Define the menus that your callers will be offered, and the actions they can choose from.			
		 Record the announcements your caller will hear.			
		 Manage the extensions your caller can transfer to.			
		 Configure the advanced settings that apply across all your menus.			

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