

VirtualPBX “ Cheat Sheet ”

Telephone Login

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

Record 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.