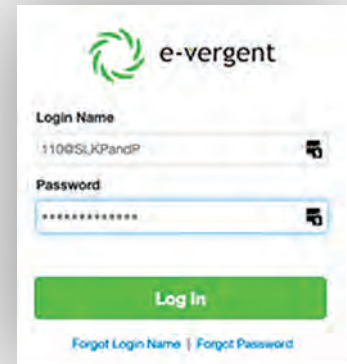# Getting Started - **Office Manager**

Login to VoIP Portal
1. 1. Navigate to **voip.e-vergent.com**
2. Login with your credentials
    a. ext@domain (ex. 101@ACME)
    b. Password (password configured in setup process)

Recording Greetings (Auto Attendant)
1. Record and re-record greetings here, more advanced users can modify the Auto Attendant itself if they so choose.
    a. Click the greeting you wish to edit such as "main"
    b. Under "Menu Prompt" click the speaker icon *(refer to image 1 on back)*
    c. Select the "record" button and choose which extension you want to want to be called at and select "call". *(refer to image 2 on back)*
    d. The extension chosen will ring and you can record your message and then press #.

Adjusting Time Frames
1. Here you can modify your time frames such as office hours, holidays etc.
    a. Select the time frame you want to edit such as "Office Hours" *(refer to image 3 on back)*
    b. Here you can adjust the dates and times, blue represents the time being designated as "office hours". *(refer to image 4 on back)*
    c. Click save to confirm the change.

1.

2.

Manage Audio

Description   Main menu.

Length   2:00

Modify Greeting   ○ Upload   ● Record

Call me at   110

Cancel   Call

3.

Time Frames / SLKPandIP

Name	Description	Owner	
Holidays	Specific Dates ⊘	SLKPandIP	⊘ ✕
Office Hours	Days and Times ⊘	SLKPandIP	

Add Time Frame

4.

Edit Office Hours

Name   Office Hours   Note: Name cannot be changed

When   ○ Always   ● Days of the week and times   ○ Specific dates or ranges

☐ Sunday

☑ Monday   8:00 am

☑ Tuesday

☑ Wednesday

☑ Thursday

☑ Friday

☐ Saturday

Cancel   Save